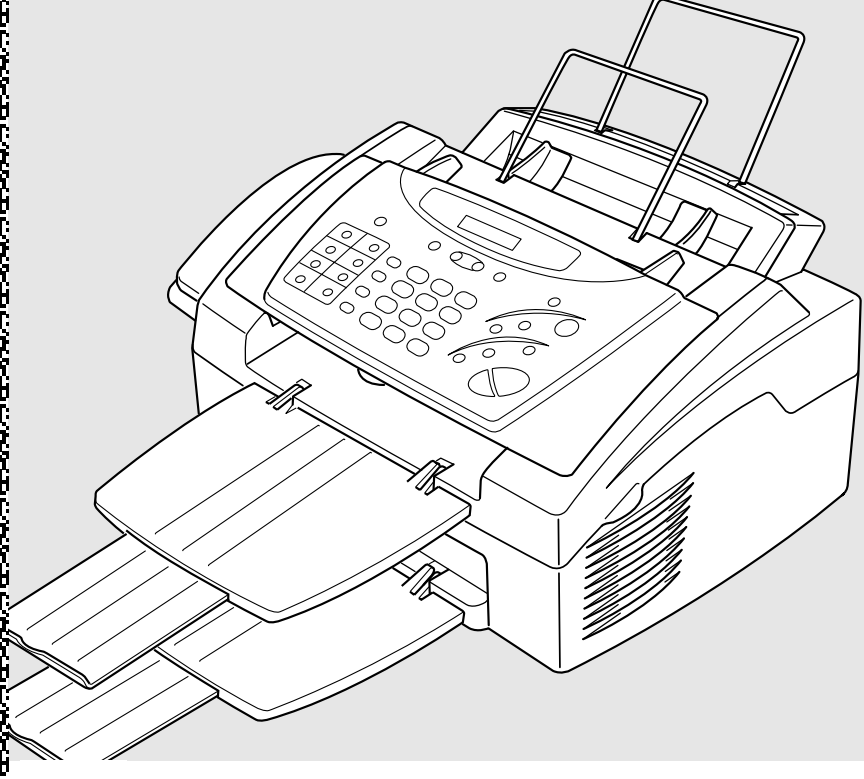
SOFTWARE USER'S GUIDE



FAX 2600
MFC 4600

brother

If You Need to Call Customer Service

Please complete the following information for future reference:

Model: FAX 2600 MFC 4600
(Circle your model number)

Serial Number:* _____

Date of Purchase: _____

Place of Purchase: _____

*** The serial number is on the back of the unit. Retain this Operations Manual with your sales receipt as a permanent record of your purchase, in the event of a theft, fire or warranty service.**

Year 2000 Compliant

Brother is addressing the Year 2000 related issues for all Brother fax machines and multi-function centers. Our focus is to ensure that our bundled third party software will continue to properly process date/time data after January 1, 2000.

Brother fax machines and multi-function centers will function properly after January 1, 2000, provided that all non-Brother hardware, software and firmware used by our customers in connection or combination with Brother fax machines, and bundled software, accurately exchange date data with the Brother products.

Please continue to check our Web page for updates at **http://www.brother.com**. All remedies will be provided to individual customers via software patches through software download or from Brother Customer Service.

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Brother Numbers

Brother fax-back system

Brother Customer Service has installed an easy-to-use fax-back system, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to send faxes to any fax machine, not just the one from which you are calling.

If you can't resolve difficulty with your Brother machine using this manual, call our fax-back system, and follow the voice prompts to receive faxed instructions about using the system, and an index of fax-back subjects.

USA:	1-800-521-2846
From within Canada:	1-800-681-9838

The Brother fax-back system number (USA only) has been preprogrammed on One Touch key **1**.

Frequently Asked Questions (FAQs)

You can find more information about Brother products on the World Wide Web. From product specification sheets to Frequently Asked Questions (FAQs), it is all there. Visit us at:

http://www.brother.com

Brother Bulletin Board

Brother's Bulletin Board Numbers are

USA:	1-888-298-3616
From within Canada:	1-514-685-2040

For Customer Service

USA:	1-800-284-4329 (voice) 1-908-575-8790 (fax)
From within Canada:	1-800-853-6660 (voice) 1-514-685-4898 (fax)
From within Montreal:	1-514-685-6464 (voice)

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For best quality results use only genuine Brother accessories, available at most Brother retailers. If you cannot find the accessory you need and you have a Visa, MasterCard, Discover or American Express credit card, you can order accessories directly from Brother. (In the USA, you can visit us online for a complete selection of Brother accessories and supplies available for purchase.)

USA: 1-888-879-3232 (voice)
1-800-947-1445 (fax)
http://www.brothermall.com

From within Canada: 1-800-668-2768 (voice)

DESCRIPTION	ITEM
Laser Fax Toner	TN5000PF
Laser Fax Drum	DR200
Telephone Line Cord	UG3565001
Telephone Handset	UF6857010
Handset Curled Cord	UL8019009
Wire Extensions for trays	UL6856000
Paper Tray and Document Tray	UU7114001
Operations Manual	LH0409001
MFC Manual (For MFC 4600 Only)	LH0436001
IEEE-1284 Bi-directional Parallel Cable	UG4558001
* MFL Pro, ScanSoft™ PaperPort®/ TextBridge®, and Printer/Scanner Drivers on Floppy Disks. (For MFC 4600 Only)	DSKYL231 (Floppy Disks, Windows® 3.1x Only)

* Multi-Function Link® Pro, ScanSoft™ PaperPort®/TextBridge® and the Printer/ Scanner Drivers are NOT available on Floppy Disks for Windows® 95 / 98 / 98SE / 2000 Professional / ME / Windows NT® Workstation Version 4.0.

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Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

BROTHER ONE YEAR LIMITED WARRANTY and EXCHANGE SERVICE (For USA Only)

This warranty gives you certain rights and you may also have other rights that may vary from state to state.

This warranty is given only to the first end-use purchaser of the accompanying product (referred to in this warranty as "this Product").

What is covered: Brother warrants to you for the Warranty Period that there are no defects in the materials, workmanship or Year 2000 compliance of this Product. The "Warranty Period" is 1 year from the date you purchased this product. The "Warranty Period" for consumable items, such as Toner, Drums, Ribbons, etc. is 90 days from the date of purchase, or the rated life of the Consumable item, whichever is shorter.

What is NOT covered: This warranty is VOID -- that is, this Product has no warranty -- if: (1) you did not purchase this Product from an authorized Brother reseller within the United States, (2) this Product has been serviced, modified or tampered with by anyone other than an Authorized Service Representative of Brother, (3) the serial number has been modified, defaced or removed from this Product, (4) this Product has been abused or damaged, (5) non Brother®-brand or non Brother approved parts, supplies, power supplies or other accessories have been used with this Product, or (6) this Product has been transported without the proper preparation and packaging.

What to do if you think your Product is defective:

Call our Customer Service Hotline at 1-800-284-4329, or if you suspect a defect in materials or workmanship in this Product, you can report it to a Brother Authorized Service Center. During the Warranty Period, supply Brother's representative with a copy of your dated bill of sale showing that this Product was purchased within the United States. For the name of your Brother Authorized Service Center, call 1-800-521-2846. After contacting the Brother Authorized Service Center, you may be required to deliver or send the Product properly packaged, freight prepaid, to the Authorized Service Center together with a photocopy of your bill of sale.

What Brother will do: Brother (or its Authorized Service Center) will evaluate your report of a possible defect to determine whether a defect exists, and if it does exist, Brother (or its Authorized Service Center) will repair or (at Brother's option) replace the Product with a product that performs the same functions and performs as well as the original Product. Brother reserves the right to supply refurbished or remanufactured replacement parts provided that the replacement parts conform to the manufacturer's specifications for new products. The repaired or replacement product will be returned to you at no cost.

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When an exchange is authorized, Brother will exchange your non-working product with a refurbished or remanufactured product that conforms to the manufacturer's specifications for new products. The refurbished or remanufactured Product you receive will be covered by the balance of the limited warranty period remaining on the original Product, plus an additional thirty (30) days. You will keep the replacement Product that is sent to you and must return (or be billed up to the cost of a new product) your original non- working product, which shall become the property of Brother. You must call Brother Customer Service and if the representative cannot correct the product's malfunction over the telephone and you elect the exchange service, you must provide information pertaining to this Product and you must also provide a valid major credit card number. Your credit card will be charged up to the cost of a new Product if: (i) you do not return your original Product to Brother within five (5) business days; (ii) the malfunctions of your original Product are not covered by the limited warranty; (iii) the proper packaging instructions are not followed and has caused damage to the product;

BROTHER ONE YEAR LIMITED WARRANTY and EXCHANGE SERVICE (For USA Only)

or (iv) the warranty period on your original Product has expired or has not been sufficiently validated with a copy of the proof of purchase (bill of sale). The Brother Customer Service Representative will ship the exchange Product via next business day delivery courier service, with return instructions and prepaid return air bill. Follow the return instructions. You must return the original Product in the same shipping carton in which the exchanged Product was received and include a copy of proof of purchase (bill of sale). Retain your original accessory items and a copy of the return air bill, signed by the courier.

Limitations:

Repair or replacement as described above is your sole and exclusive (that is, your only) remedy if this Product is defective. Brother is not responsible for damage to or loss of any equipment, media, programs or data related to the use of this Product. Except for that repair or replacement, *Brother shall not be liable for any direct, indirect, incidental or consequential damages or specific relief. Because some states do not allow the exclusion or limitation of consequential or incidental damages, the above limitation may not apply to you.*

THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, WHETHER EXPRESSED BY AFFIRMATION, PROMISE, DESCRIPTION, DRAWING, MODEL OR SAMPLE. ANY AND ALL WARRANTIES OTHER THAN THIS ONE, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY DISCLAIMED.

This Limited Warranty is the only warranty that Brother is giving for this Product. It is the final expression and the exclusive and only statement of Brother's obligations to you. It replaces all other agreements and understandings that you may have with Brother or its representatives.

This Limited Warranty (and Brother's obligation to you) may not be changed in any way unless you and Brother sign the same piece of paper in which we (1) refer to this Product and your bill of sale date, (2) describe the change to this warranty and (3) agree to make that change.

Product Support: Toll-free customer service and technical support is available for hardware operational assistance at 1-800-284-4329. At any time, free technical support in the form of Frequently Asked Questions, troubleshooting tips and service center locator is available through our fax-back system at 1-800-521-2846 or Brother's Internet Web Site (www.brother.com). Now you can visit us on-line (www.brothermall.com), your complete source for genuine Brother Accessories and Supplies.

BROTHER INTERNATIONAL CORPORATION
100 SOMERSET CORPORATE BLVD.
BRIDGEWATER, NEW JERSEY 08807-0911

Please record your model and serial numbers and your date and location of Purchase below for your records. Keep this information with your proof of purchase (bill of sale) in case your Product is lost, stolen or requires service.

Model # _____

Serial #_____

Date of purchase: _____

Store where purchased:_____

Location of store: _____

Important: *We recommend that you keep all original packing materials, in the event that you ship this product.*

BROTHER MULTIFUNCTION CENTER/FACSIMILE MACHINE LIMITED WARRANTY (For Canada Only)

Pursuant to this limited warranty of 1 year from the date of purchase for labour and parts, Brother International Corporation (Canada) Ltd. (“Brother”), or its Authorized Service Centers, will repair this MFC/Facsimile machine free of charge if defective in material or workmanship. This Limited Warranty does not include cleaning, consumables (including, without limitation, print cartridges, print head, toner and drum) or damage caused by accident, neglect, misuse or improper installation or operation, any damage caused from service, maintenance, modifications, or tampering by anyone other than a Brother Authorized Service Representative, or from the use of supplies or consumable items that are non-Brother products. Operation of the MFC/Facsimile machine in excess of the specifications or with the Serial Number or Rating Label removed shall be deemed abuse and all repairs thereafter shall be the sole liability of the end-user/ purchaser. In order to obtain warranty service, the MFC/Facsimile machine must be delivered or shipped freight prepaid by the end user/purchaser to a “Brother” Authorized Service Center, together with your Proof of Purchase in the form of a Sales Receipt.

For laser products: Failure to remove the Toner Cartridge (and Toner Drum Unit on applicable models) during shipping will cause severe damage to the MFC/Facsimile and will VOID the Warranty. (Refer to your Operation Manual for proper packaging.)

For ink-jet products: Do not remove the ink cartridges during shipping. Damage to your print head resulting from packing without the ink cartridges will VOID your warranty. (Refer to your Operation Manual for proper packaging.)

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This Limited Warranty gives you specific legal rights and you may also have other rights which vary from Providence to Providence.

Warranty Service is available at Brother Authorized Service Centers throughout Canada. For Technical Support or for the name and location of your nearest Authorized Service Center call 1-800-853-6660. Within Montreal, please call 685-6464.
Internet support: support@brother.ca or browse
Brother’s Web Site: www.brother.com

Brother International Corporation (Canada) Ltd.
1 Rue Hôtel de Ville
Dollard-Des-Ormeaux, QC H9B 3H6

We’re at your side.

brother®

Quick Reference Guide

Sending Faxes

Automatic Transmission

1. Place the original face down in the ADF.
2. Enter the fax number using One Touch, Speed Dial, Search or the dial pad.
3. Press **Start**.

Sending a Cover Page

1. Place the original face down in the ADF.
2. For the FAX, press **Function**, **3**, **1**. For the MFC, press **Function**, **3**, **1**, **1**.
3. When **NEXT FAX ONLY?** appears, press **Set**.
4. Press ◄ or ► to select **ON** (or **OFF**) and press **Set**.
5. Press ◄ or ► to select a comment and press **Set**.
6. Enter two digits to indicate the number of pages being sent and press **Set**.
7. Press **1** to select additional settings —**OR**—Press **2** if you are ready to fax.
8. Enter the fax number.
9. Press **Start**.

Real Time Transmission

You can send faxes in real time.

1. Place the original face down in the ADF.
2. For the FAX, press **Function**, **3**, **9**. For the MFC, press **Function**, **1**, **3**, **9**.
3. Press ◄ or ► to select **ON** and press **Set**—**OR**—For the next transmission only, press ◄ or ► to select **NEXT FAX ONLY** and press **Set**.
4. For the next fax only, press ◄ or ► to select **ON** and press **Set**.
5. Press **1** to select additional settings —**OR**—Press **2** to fax.
6. Enter the fax number.
7. Press **Start**.

Receiving Faxes

Select Answer Mode

Press **Receive Mode** to select **FAX/TEL**, **TAD**, **MANUAL** or **FAX ONLY**. If you select **FAX/TEL**, make sure to set Ring Delay and F/T Ring Time.

Manual Reception

1. Pick up the handset.
2. Press **Start** if you hear fax tones (beeps).
3. When the screen displays **RECEIVE**, replace the handset.

Brother fax-back system :
1-800-521-2846

Brother Web Site :
http://www.brother.com

Storing Numbers

Storing One Touch Dial Numbers

1. For FAX, press **Function**, **6**, **1**. For MFC, press **Function**, **1**, **6**, **1**.
2. Press the One Touch key where you want to store the number.
3. Enter a number (up to 20 digits) and press **Set**.
4. Enter a name (or leave it blank) and press **Set**.
5. Press ◄ or ► to select **FAX**, **TEL**, or **FAX/TEL** and press **Set**.
6. Press **Stop**.

Storing Speed Dial Numbers

1. For FAX, press **Function**, **6**, **2**. For MFC, press **Function**, **1**, **6**, **2**.
2. Enter a two-digit Speed Dial number and press **Set**.
3. Enter a number (up to 20 digits) and press **Set**.
4. Enter a name (or leave it blank) and press **Set**.
5. Press ◄ or ► to select **FAX**, **TEL**, or **FAX/TEL** and press **Set**.
6. Press **Stop**.

Telephone Operation

One Touch Dialing/ Speed Dialing

1. Pick up the handset—**OR**—Press **Hook** and listen for a dial tone.
2. When you hear the dial tone, press the One Touch key of the location you want to call—**OR**—Press **Search/Speed Dial**, press **#**, then press the two-digit Speed Dial number. (If you pressed **Hook** to dial, pick up the handset when the other party answers.
3. To hang up, replace the handset.

Search/Speed Dial

1. Press **Search/Speed Dial**, then enter the first letter of the name you're looking for.
2. Press ◄ or ► to search the memory.
3. When the name is displayed, lift the handset—**OR**—Press **Hook**.
4. Press **Start** to dial. (If you pressed **Hook** to dial, pick up the handset when the other party answers.)
5. To hang up, replace the handset.

Making Copies

Making a Single Copy

1. Place the original face down in the ADF.
2. Press **Copy**, then wait for five seconds—**OR**—Press **Copy** again.

Sorting Multiple Copies

1. Place the original face down in the ADF.
2. Press **Copy**.
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Wait five seconds—**OR**—Press **Copy**.
5. Press ◄ or ► to select **SORT** (or **STACK**).
6. Press **Copy**.

Brother Accessories & Supplies

USA: 1-888-879-3232 (voice)
1-800-947-1445 (fax)
http://www.brothermall.com

From within Canada:
1-800-668-2768 (voice)

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1 Introduction

Using This Manual

Thank you for purchasing a Brother fax machine or multi-function center. This FAX/MFC has been designed to be simple to use, with LCD screen prompts to guide you through functions. However, you can use your machine to its fullest potential by taking a few minutes to read this manual.

Additionally, your FAX/MFC has a Help key. Press **Help** or **Copy/Help** to print a list of basic operational steps and functions.

Finding Information

All chapter headings and subheadings are listed in the Table of Contents. You will be able to find information about a specific feature or function by checking the Index in the back of this manual. Illustrations of some screen displays also help you choose the correct key-presses.

Conventions Used in this Manual

Also, throughout this manual, you'll see special symbols alerting you to important information, cross-references, and warnings.

boldface	Bold typeface identifies a specific key on the FAX/MFC control panel.
italics	Italics typeface identifies a chapter or topic that you should review for related information.
`bubble dot`	Bubble Dot typeface identifies the messages on the LCD of the FAX/MFC.

Warnings detail precautions you must take to avoid possible personal injury.

Cautions specify procedures you must avoid or follow to prevent possible damage to the FAX/MFC.

Notes supply important information you must follow if the specified situation applies.

FYI tips provide details about how the current operation interacts with other features.

Improper Setup alerts you to devices and procedures that are not compatible with the FAX/MFC.

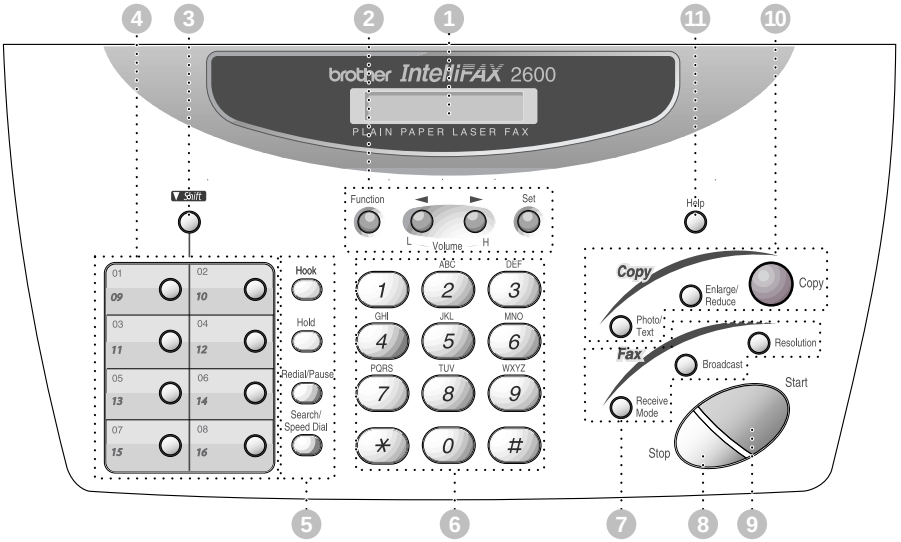
Test Sheet Procedures (For USA Only)

After programming your Station ID, please fill out the TEST SHEET included with your FAX/MFC and fax it to Brother's Automated Fax Response System as your first transmission. This will verify that your FAX/MFC is properly installed. (See *Setting Station ID*, page 4-1.)

When this document is received a confirmation sheet will be sent back to your machine. To get a response, be sure to set up your Station ID.

USA: 1-908-685-9283 (fax)

FAX 2600 Control Panel Overview



FAX 2600 Control Panel Overview

When you press these keys:

1 **Liquid Crystal Display (LCD)**
Displays messages to help you set and operate your fax machine.

2 **Programming keys:**

Function
Lets you access the function mode. (programming)

◄ **(Left Arrow)**
► **(Right Arrow)**
L ⎯ H **Volume**
Moves the LCD cursor to the left or right in Function mode so you can make selections.
Also, adjusts speaker, ring and handset volume.

Set
Stores a function setting in the machine.

3 **Shift**
Accesses the second number stored on each One Touch Key (9-16).

4 **One Touch Dial Keys**
Previously stored phone numbers are accessecd for quick and easy dialing.

5 **Dialing and Telephone keys:**

Hook
Lets you dial telephone and fax numbers without lifting the handset.

Hold
Lets you put calls on hold.

Redial/Pause
Redials the last number called. Also inserts a pause in autodial numbers.

Search/Speed Dial
Lets you look up numbers stored in the dialing memory. Also, lets you dial stored phone numbers by pressing **#** and two-digit number.

6 **Dial Pad**
Allows you to dial phone and fax numbers, and can be used as a keyboard for entering information into the fax machine.

7 **Fax keys:**

Receive Mode
Lets you set how the machine will handle incoming calls.

Broadcast
lets you to send faxes to many different locations (maximum of 96 locations at once).

Resolution
Lets you select the resolution when you send a fax.

8 **Stop**
Stops a fax, cancels an operation, or exits from function mode.

9 **Start**
Starts an operation, such as sending a fax.

10 **Copy keys:**

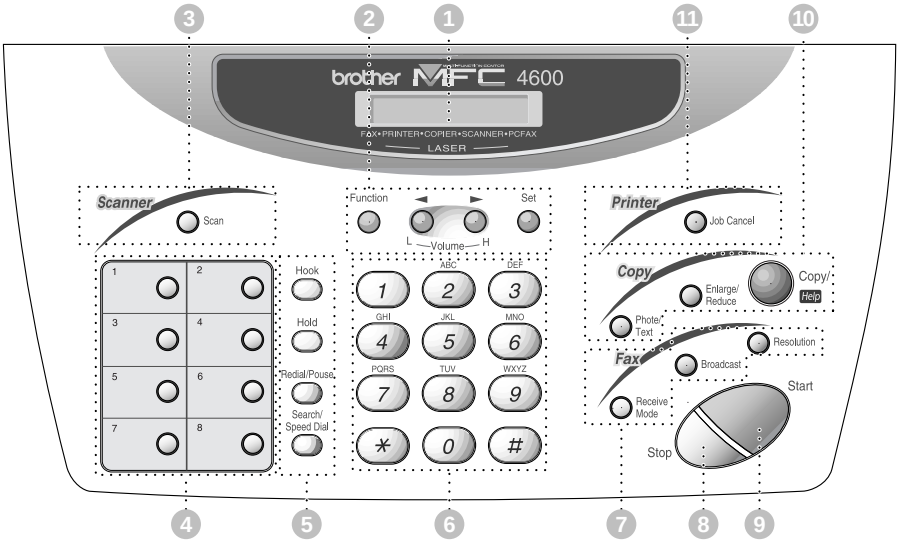
Photo/Text
Lets you identify the type of document you want to copy: a photograph or text.

Enlarge/Reduce
lets you select an enlargement or reduction ratio: 100%, 120%, 125%, 150%, 200%, 50%, 75%, 87%, 93%. Selecting AUTO automatically reduces the original to the selected paper size.

Copy
Makes a copy of the original in the ADF.

11 **Help**
Prints a quick reference Help List.

MFC 4600 Control Panel Overview



MFC 4600 Control Panel Overview

When you press these keys:

1 **Liquid Crystal Display (LCD)**
Displays messages to help you set and operate your MFC.

2 **Programming keys:**

Function
Lets you access the function mode. (programming)

◄ (Left Arrow)
► (Right Arrow)
L — — H Volume
Moves the LCD cursor to the left or right in Function mode so you can make selections.
Also, adjusts speaker, ring and handset volume.

Set
Stores a function setting in the machine.

3 **Scanner key:**

Scan
Lets you scan the next original into your computer and select the type of destination: word processing, graphics or E-mail application.

4 **One Touch Dial Keys**
Previously stored phone numbers are accessecd for quick and easy dialing.

5 **Dialing and Telephone keys:**

Hook
Lets you dial telephone and fax numbers without lifting the handset.

Hold
Lets you put calls on hold.

Redial/Pause
Redials the last number called. Also inserts a pause in autodial numbers.

Search/Speed Dial
Lets you look up numbers stored in the dialing memory. Also, lets you dial stored phone numbers by pressing **#** and two-digit number.

6 **Dial Pad**
Allows you to dial phone and fax numbers, and can be used as a keyboard for entering information into the fax machine.

7 **Fax keys:**

Receive Mode
Lets you set how the machine will handle incoming calls.

Broadcast
lets you to send faxes to many different locations (maximum of 88 locations at once).

Resolution
Lets you select the resolution when you send a fax.

8 **Stop**
Stops a fax, cancels an operation, or exits from function mode.

9 **Start**
Starts an operation, such as sending a fax.

10 **Copy keys:**

Photo/Text
Lets you identify the type of document you want to copy: a photograph or text.

Enlarge/Reduce
lets you select an enlargement or reduction ratio: 100%, 120%, 125%, 150%, 200%, 50%, 75%, 87%, 93%. Selecting AUTO automatically reduces the original on the selected paper size.

Copy/Help
Makes a copy of the original in the ADF. if the ADF is empty, a quick reference Help Lest will be printed.

11 **Printer key:**

Job Cancel
Clears data from the printer memory.

About Fax Machines

If you're a first-time fax machine user, fax operation might seem a little mysterious. Soon, you'll recognize the unusual fax tones on your phone line, and be able to send and receive faxes easily.

Fax Tones and Handshake

When someone is sending a fax, the FAX/MFC sends fax calling tones, (CNG tones) — soft, intermittent beeps at 4-second intervals. You'll hear them when you dial and press **Start**, and they continue for about 40 seconds after dialing. During that time, the sending machine must begin the "handshake" with the receiving machine. Each time you use automatic procedures to send a fax, you are sending CNG tones over the phone line. You'll soon learn to listen for these soft beeps each time you answer a phone on your fax line, so you can know if you are receiving a fax message.

The receiving fax responds with fax receiving tones—loud, chirping sounds. A receiving fax chirps for about 40 seconds over the phone line, and the screen displays RECEIVE. If your FAX/MFC is set to the FAX mode, it will answer every call automatically with fax receiving tones. Even if the other party hangs up, your FAX/MFC continues to send the "chirps" for about 40 seconds, and the screen continues to display RECEIVE. To cancel the receiving mode, press **Stop**.

When your FAX/MFC answers in FAX/TEL mode, it listens for CNG tones and then responds with receiving tones.

The fax "handshake" is the time in which the sending machine's CNG tones and the receiving machines "chirps" overlap. This must be for at least 2 to 4 seconds, so the machines can understand how each is sending and receiving the fax. The handshake cannot begin until the call is answered, and the CNG tones only last for about 40 seconds after the number is dialed. Therefore, it's important for the receiving machine to answer the call in as few rings as possible.

When you have an external telephone answering device (TAD) on your fax line, your TAD will determine the number of rings before the call is answered. Pay special attention to the directions in the Installation chapter for connecting a TAD to your FAX/MFC.

ECM (Error Correction Mode)

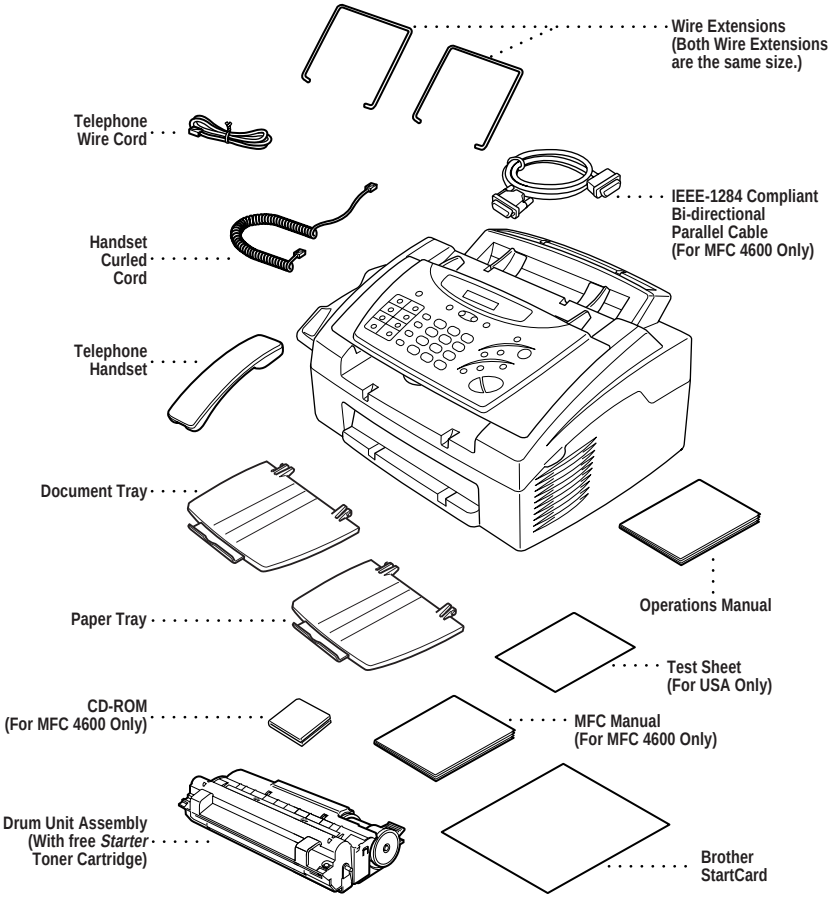
The Error Correction Mode (ECM) is a way for the fax machine to check the integrity of a fax transmission while it is in progress. ECM transmissions are possible only between machines that both have the ECM feature. If they do, you may send and receive fax messages that are continuously checked for their integrity.

Sufficient memory must be available in your FAX/MFC for this feature to work.

2 Assembly and Connections

Packing List

Make sure you have the following items:



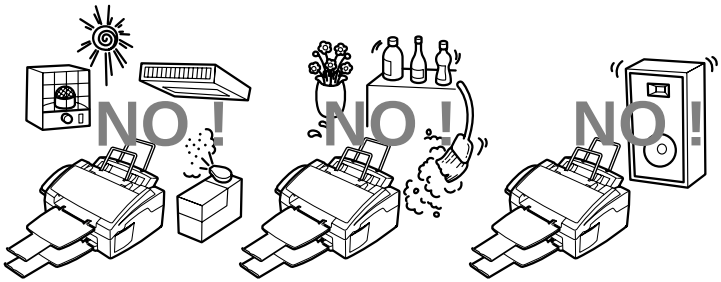
Note If an item is missing, call Brother Customer Service at 1-800-284-4329 (**USA**), 1-800-853-6660 (**from within Canada**) or 1-514-685-6464 (**from within Montreal**). See *Ordering Accessories and Supplies* on page ii for the correct item numbers.

! Whenever you transport the FAX/MFC, use the packing materials that came with FAX/MFC. If you do not pack the FAX/MFC properly, you may void your warranty.

Choosing a Location

Place your FAX/MFC on a flat, stable surface, such as a desk. Select a place that is free of vibration and shocks. Locate the FAX/MFC near a telephone jack and a standard, grounded power outlet. Make sure nothing blocks the flow of air from the fan on the right side of the FAX/MFC.

Avoid placing your FAX/MFC in a high-traffic area. Do not place near heaters, air conditioners, water, chemicals or refrigerators. Do not expose the FAX/MFC to direct sunlight, excessive heat, moisture or dust. Make sure nothing blocks the flow of air from the fan on the right side of the FAX/MFC. Do not connect your FAX/MFC to electrical outlets controlled by wall switches or automatic timers. Disruption of power can wipe out information in the unit's memory. Do not connect your FAX/MFC to electrical outlets on the same circuit as large appliances or other equipment that might disrupt the power supply. Avoid interference sources, such as speakers or the base units of cordless phones.

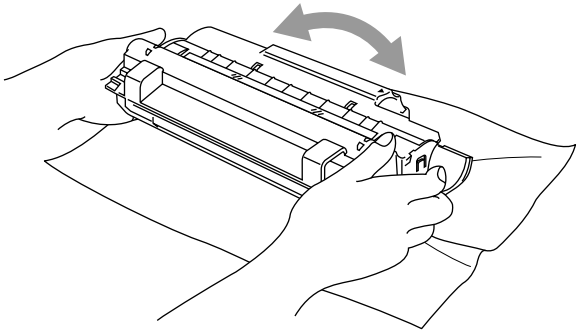


WARNING

- Never install telephone wiring during a lightning storm.
- We recommend that this product be used with a surge protection device to protect the product against lightning storms.
- Never install a telephone jack in a wet location unless the jack is specifically designed for a wet location.
- Never touch telephone wires or terminals that are not insulated unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use the telephone to report a gas leak in the vicinity of the leak.
- For PLUGGABLE EQUIPMENT, the socket-outlet should be installed near the equipment and should be easily accessible.
- To reduce the risk of shock or fire, use only a No. 26 AWG or larger telecommunications line cord.

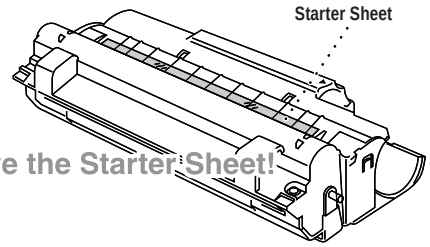
Installing the Drum Unit Assembly (with Toner Cartridge)

1 Unpack the drum unit assembly, including the toner cartridge, and gently rock it from side to side five or six times to distribute toner evenly inside the cartridge.



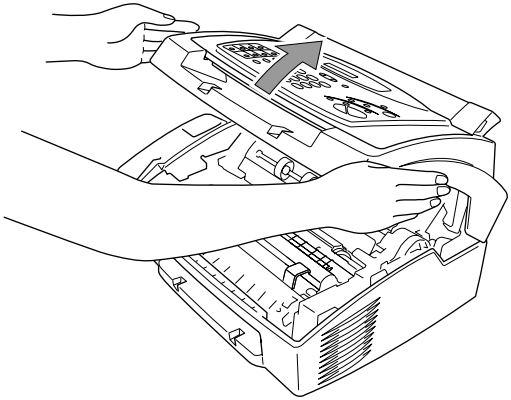
To prevent damage to the drum, do NOT expose it to light for longer than a few minutes.

Do NOT remove the starter sheet—this will be ejected while the FAX/MFC is warming up.

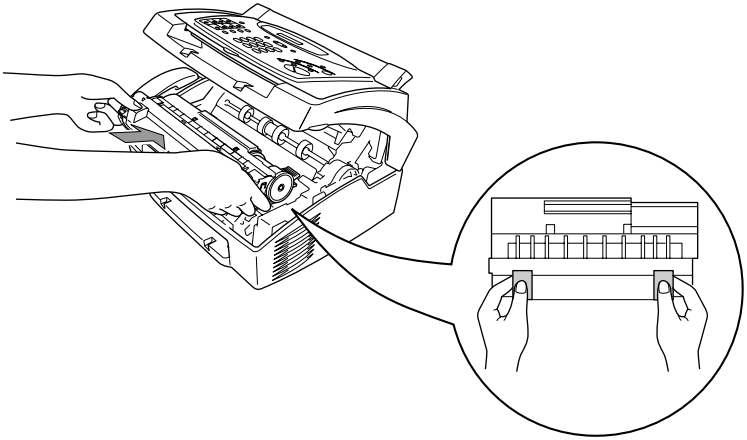


Do NOT remove the Starter Sheet!

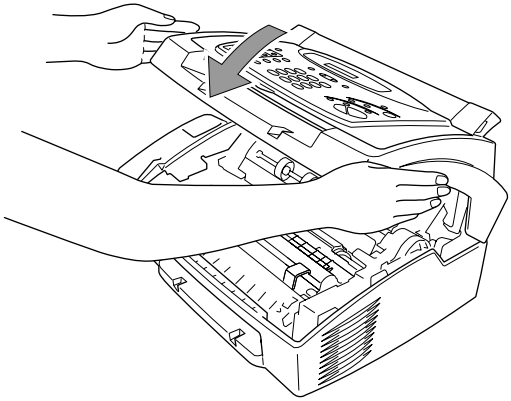
2 Open the top cover of the FAX/MFC.



3 Holding the drum unit by its handles, insert it into the FAX/MFC.

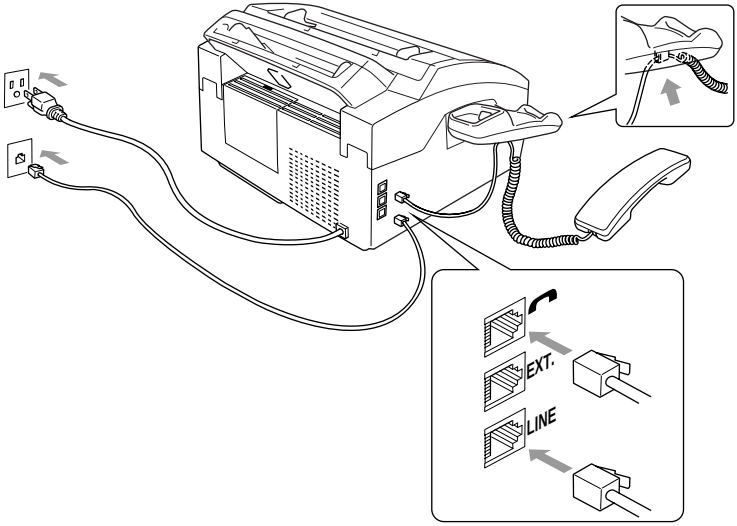


4 Close the top cover.



Setting Up the FAX/MFC

Follow the instructions below to connect the handset, power cord, and telephone line.



1. Connect the Handset.
   Connect the curled handset cord to the bottom of the handset and the left side of the FAX/MFC.
2. Connect the power cord.

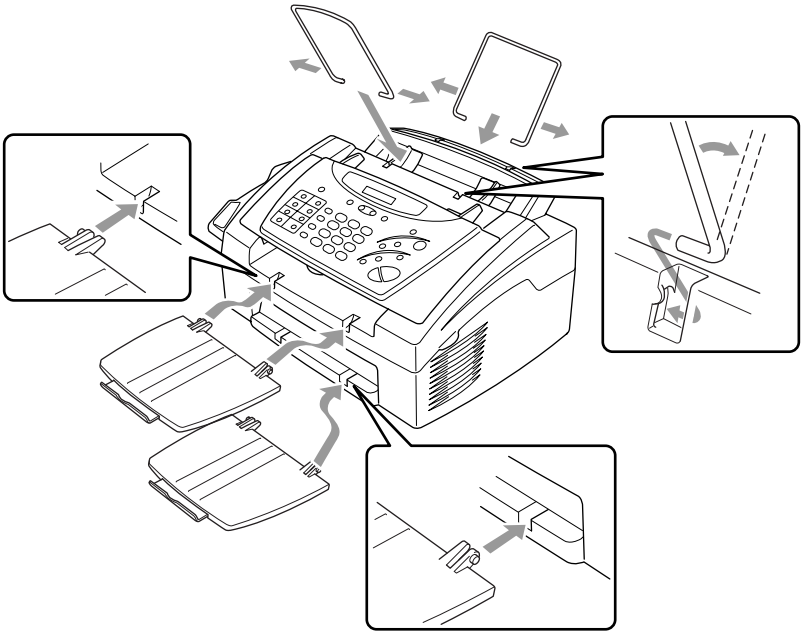
WARNING

- This FAX/MFC must be grounded using a three-prong plug.
- Since the FAX/MFC is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power to your FAX/MFC on when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your FAX/MFC, by disconnecting the telephone line first, and then the power cord.
- Lightning and power surges can damage this product! We recommend that you use a quality surge protection device on the AC power line as well as on the telephone line, or unplug the lines during a lightning storm.
- Do not touch the rollers at the paper exit.

3. Connect the telephone line.

   Connect one end of the telephone line cord to the jack labeled **LINE** on the left side of the FAX/MFC. Connect the other end to a modular wall jack.

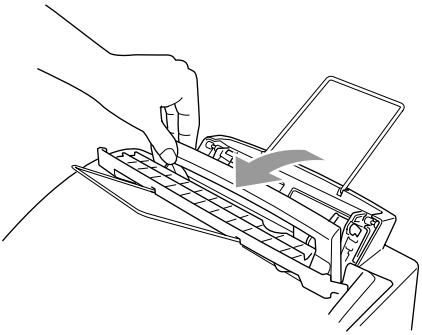
4 Attach the wire extensions to the multi-purpose sheet feeder and to the document guide base.



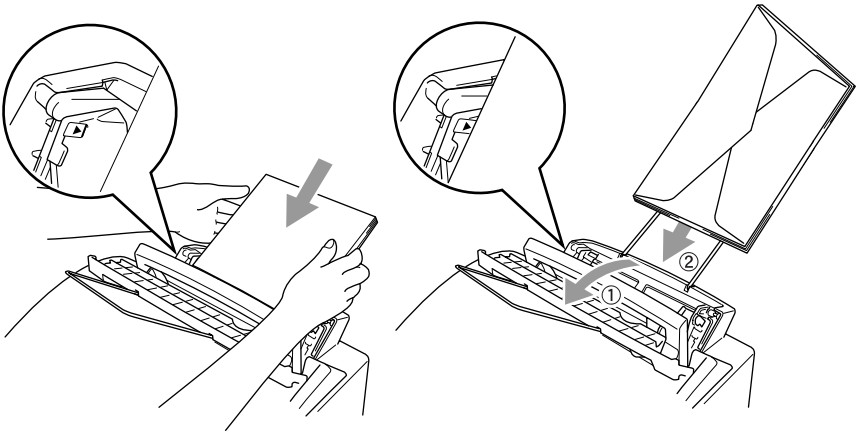
5 Attach the document and paper trays to the FAX/MFC and pull out their extensions.

Loading Paper

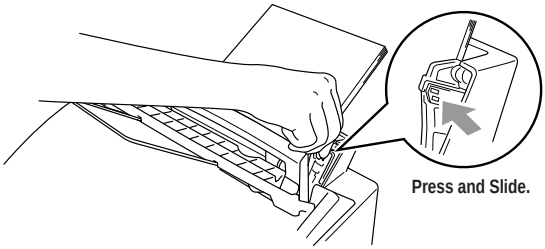
1 Open the multi-purpose sheet feeder cover.



2 Fan the paper well. Load the paper, making sure that the print side is toward the fax machine and the paper level is stacked below the paper mark. The feeder can hold up to 200 sheets of paper, or up to 10 envelopes.



3 Adjust the guides to fit the paper, to help prevent paper jams.



Acceptable Paper

The FAX/MFC can handle paper that has the following specifications.

But please note that you can receive fax messages only on Letter, Legal and A4 paper. If you use legal or A4, change the Paper Size setting :
(For the FAX : **Function**, **2**, **6**. For the MFC : **Function**, **1**, **2**, **6**.)

Paper Type	Paper Size
Cut sheet	A4, Letter, Legal, B5, A5, Executive, Custom size 2.75-8.5 x 5-14 inches (70-216 x 127-356 mm)
Envelopes	DL, C5, COM-10, Monarch, 9" x 12" (For Manual Feed Slot only)
Post Card	2.75-8.5 x 5-11 inches (70-216 x 127-279 mm)
Organizer	Day-Timer® J, K, L, M 2.75-8.5 x 5-11 inches (70-216 x 127-279 mm)
Labels and Transparencies	2.75-8.5 x 5-14 inches (70-216 x 127-356 mm)

Paper Capacity in Feeder

Multi-purpose Sheet Feeder:

Up to 0.87 inch (22 mm) in height (up to the mark) Approx. 200 sheets of 20 lb. (75 g/m^2) or 50 sheets of 42 lb. (158 g/m^2) Letter/A4 paper, or 10 envelopes

Output Tray:

Approx. 100 sheets of 20 lb. (75 g/m^2) Letter/A4 paper

	Cut Sheet	**Envelopes**
Basis Weight	16 to 42 lb. (60 to 158 g/m^2)	20 to 24 lb. (75 to 90 g/m^2) single thickness
Caliper	±0.03 to ±0.08 in. (0.08 to 0.2 mm)	0.0033 to 0.0058 in. (0.084 to 0.14 mm) single thickness
Moisture Content	4% to 6% by weight	4% to 6% by weight
Smoothness	100 to 250 (Sheffield)	100 to 250 (Sheffield)

Note

Recommended paper types:

Cut sheet:	Xerox 4200
Label:	Avery laser label or equivalent
Transparency:	3M CG3300 for laser printers or equivalent

Manual Feed Slot

The multi-purpose sheet feeder also has a manual feed slot on its cover. You can load paper or envelopes one at a time into this slot. You do not have to remove paper from the multi-purpose sheet feeder.

When you use labels or transparencies, be sure to use this slot.

Loading One Sheet of Paper

You do not have to choose manual feed in the Setup dialog box of your printer driver. Insert the sheet of paper for Portrait (vertical) or Landscape (horizontal), with the side you wish to print on face down in the manual feed slot.

1. Align the paper at the center of the manual feed slot, and be sure to insert it all the way.
2. Adjust the paper guide of the manual feed slot to the width of the paper you're using.

Connecting an External Telephone Answering Device (TAD)

Sequence

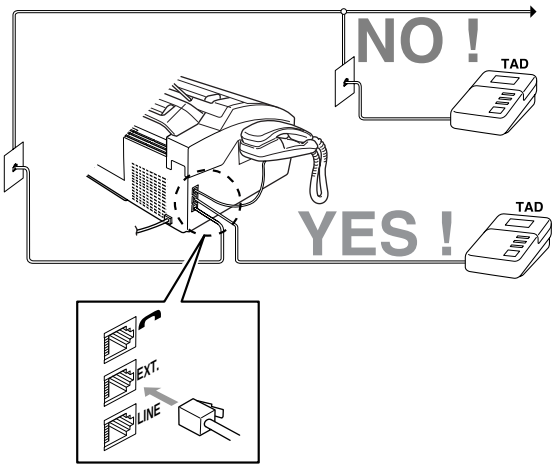
You might choose to connect an additional answering system. When you have an **external** TAD on the same telephone line as the FAX/MFC, the TAD answers all calls. The FAX/MFC "listens" for fax calling (CNG) tones. If it hears them, the FAX/MFC takes over the call and receives the fax. If it doesn't hear CNG tones, the FAX/MFC lets the TAD continue playing your outgoing message so your caller can leave you a voice message.

The TAD must answer within four rings. The FAX/MFC cannot hear CNG tones until the TAD has answered the call, and with four rings there are only 8–10 seconds of CNG tones left for the fax "handshake." Make sure you carefully follow the instructions in this manual for recording your outgoing message.

Do not connect a TAD elsewhere on the same phone line—your FAX/MFC and TAD will both try to control the line.

Connections

The external TAD must be plugged into the left side of the FAX/MFC, into the jack labeled EXT. Your FAX/MFC cannot work properly if you plug the TAD into a wall jack.



1. Plug the telephone line cord from the wall jack into the left side of the FAX/MFC, in the jack labeled LINE.
2. Plug the telephone line cord from your TAD into the left side of the FAX/MFC, in the jack labeled EXT. (Make sure this cord is connected to the TAD at the TAD's telephone line jack, and not its telephone set jack.)

3. Set your external TAD to four rings or less. (The FAX/MFC's Ring Delay setting does not apply).
4. Record the outgoing message (see below).
5. Set the TAD to answer calls.

   Set the Receive Mode to TAD: ANSWER MACH. (Press **Receive Mode**.)

Recording Outgoing Message on External TAD

Timing is important in recording this message. The message sets up the ways to handle both manual and automatic fax reception.

1. Record 5 seconds of silence at the beginning of your message. (This allows your FAX/MFC time to listen for the fax CNG tones of automatic transmissions before they stop.)
2. Limit your speaking to 20 seconds.
3. End your 20-second message by giving your Fax Receive Code for people sending manual faxes. For example:
   "After the beep, leave a message or send a fax by pressing ✳ 5 1 and Start."

Connecting an External Telephone

Your FAX/MFC is equipped with a handset that you can use as a regular phone. However, you can also connect a separate telephone (or telephone answering device) directly to your FAX/MFC.

Connect the modular plug on the telephone's line cord to the jack labeled EXT. on the left side of the FAX/MFC.

Whenever this phone (or TAD) is in use, the screen displays EXT. TEL IN USE, and, if the FAX/MFC handset is lifted, an alarm sounds. To disconnect the call on the external phone and switch to the FAX/MFC, press **Hook**.

Special Line Considerations

Roll Over Phone Lines

A roll over phone system is a group of two or more separate telephone lines that pass incoming calls to each other if they are busy. The calls are usually passed down or "rolled over" to the next available phone line in a preset order.

Your FAX/MFC can work in a roll over system as long as it is the last number in the sequence, so the call cannot roll away. Do not put the FAX/MFC on any of the other numbers—when the other lines are busy and a second fax call is received, the fax call would be transferred to a line that does not have a fax machine. Your FAX/MFC will work best on a dedicated line.

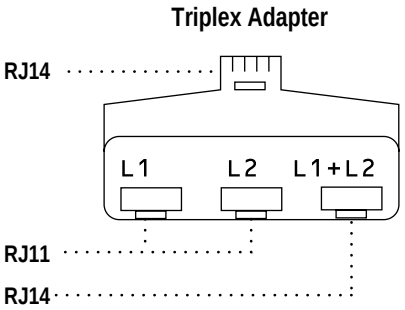
Two-Line Phone System

A two-line phone system is nothing more than two separate phone numbers on the same wall outlet. The two phone numbers can be on separate jacks (RJ11) or combined into one jack (RJ14). Your FAX/MFC must be plugged into an RJ11 jack. RJ11 and RJ14 jacks may be equal in size and appearance and both may contain four wires (black, red, green, yellow). To test the type of jack, plug in a two-line phone and see if it can access both lines. If it can, you must separate the line for your FAX/MFC.

Converting Telephone Wall Outlets

There are three ways to convert to an RJ11 receptacle. The first two ways may require assistance from the telephone company. You can change the wall outlets from one RJ14 jack to two RJ11 jacks. Or, you can have an RJ11 wall outlet installed and slave or jump one of the phone numbers to it.

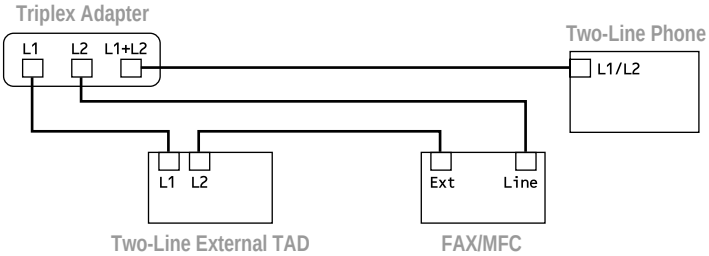
The third way is the easiest: Buy a triplex adapter. You can plug a triplex adapter into an RJ14 outlet. It separates the wires into two separate RJ11 jacks (Line 1, Line 2) and a third RJ14 jack (Lines 1 and 2). Plug the fax machine into Line 2 of the triplex adapter.



Installing Fax Machine, External Two-Line TAD, and Two-Line Telephone

When you are installing an **external** two-line telephone answering device (TAD) and a two-line telephone, your FAX/MFC must be isolated on one line at both the wall jack and at the TAD. The most common connection is to put the FAX/MFC on Line 2. The back of the two-line TAD must have two telephone jacks: one labeled L1 or L1/L2, and the other labeled L2. You will need at least three telephone line cords, the one that came with your FAX/MFC and two for your external two-line TAD. You will need a fourth line cord if you add a two-line telephone.

1. Place the two-line TAD and the two-line telephone next to your FAX/MFC.
2. Plug one end of the telephone line cord for your FAX/MFC into the L2 jack of the triplex adapter. Plug the other end into the **LINE** jack on the left side of the FAX/MFC.
3. Plug one end of the first telephone line cord for your TAD into the L1 jack of the triplex adapter. Plug the other end into the L1 or L1/L2 jack of the two-line TAD.
4. Plug one end of the second telephone line cord for your TAD into the L2 jack of the two-line TAD. Plug the other end into the **EXT**. jack on the left side of the FAX/MFC.



You can keep two-line telephones on other wall outlets as always. There are two ways to add a two-line telephone to the FAX/MFC's wall outlet. You can plug the telephone line cord from the two-line telephone into the L1+L2 jack of the triplex adapter. Or, you can plug the two-line telephone into the TEL jack of the two-line TAD.

Multi-Line Connections (PBX)

Most offices use a central telephone system. While it is often relatively simple to connect the FAX/MFC to a key system or a PBX (Private Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the FAX/MFC for you. It is advisable to have a separate line for the FAX/MFC. You can then leave the FAX/MFC in FAX mode to receive faxes any time of day or night.

If the FAX/MFC is to be connected to a multi-line system, ask your installer to connect the unit to the last line on the system. This prevents the unit from being activated each time a telephone call is received. (See *Easy Receive*, page 5-3.)

As with all fax units, this machine must be connected to a two wire system. If your line has more than two wires, proper connection of the FAX/MFC cannot be made.

If you are installing the FAX/MFC to work with a PBX:

1. It is not guaranteed that the unit will operate correctly under all circumstances with a PBX. Any cases of difficulty should be reported first to the company that handles your PBX.
2. If all incoming calls will be answered by a switchboard operator, it is recommended that the Receive Mode be set to MANUAL. All incoming calls should initially be regarded as telephone calls.
3. The FAX/MFC may be used with either pulse or tone dialing telephone service.

Custom Features on a Single Line

To learn how custom features may affect your faxing operations, please see the *Troubleshooting and Routine Maintenance*, page 11-1.

3 On-Screen Programming

User-Friendly Programming

We have designed your FAX/MFC with on-screen programming and a Help key. User-friendly programming helps you take full advantage of all the functions your FAX/MFC has to offer. (See *Using This Manual*, page 1-1.)

Since your fax programming is done on the LCD, we created step-by-step on-screen prompts to help you program your FAX/MFC. All you need to do is follow the prompts as they guide you through the function menu selections and programming options and settings.

Function Mode

You can access the function mode by pressing **Function**. When you enter the function mode, your FAX/MFC displays a list of main menu options from which you can choose. These options appear one after the other on the display. Select an option by pressing **Set** when the option appears on the screen.

You can "scroll" more quickly through options by pressing ►. When the screen displays your selection, press **Set**. (Press ◄ to scroll backward if you passed your choice or to save key strokes. Both arrow keys show all options, in the opposite order.)

Before you press **Set**, you can correct a mistake you made entering information in a field using the dial pad. Use ◄ to back up and then type over the incorrect characters.

When you finish a function, the screen displays ACCEPTED.

Note

If you want to exit the Function mode, press **Stop**.

Do You Have a FAX or MFC?

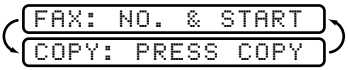
See the model number on your machine's control panel to know if your machine is a FAX or an MFC. If you have an MFC model there is an extra key press—to access the FAX functions you must first press **1**. If you have a FAX 2600, follow the function step for FAX. If you have an MFC 4600, follow the function step for MFC. For example,

For the FAX, press **Function**, **1**, **3**.

For the MFC, press **Function**, **1**, **1**, **3**.

Alternating Displays

When you see alternating displays, the LCD sometimes alternates between the currently selected option, and a help message giving brief instructions about how to proceed. The display you'll probably see most often is shown below, showing you, when you place an original in the ADF, that you can dial a number and send a fax, or you can make a copy.



Function Selection Table

If you have a basic understanding of how to program your FAX/MFC, you can perform most of the programming settings without the Owner's Manual. To help you understand the function selections, options and settings that are found in your fax programs, use the Function Selection Table below.

1. Fax Functions

1. INITIAL SETUP			
Function	**Description**	**Factory Set**	**Page**
1. DATE/TIME	Enter date and time for LCD display and heading on transmissions.	—	4-1
2. STATION ID	Program name, fax number and elephone number to appear on each transmitted page.	—	4-1
3. BEEPER	Adjust volume level of beeper.	LOW	4-4
4. SLEEP MODE	Conserves power	00 MIN	4-6
5. DELAYED TIMER	Sets the time of day that delayed faxes will be sent.	—	4-6
6. VOLUME AMPLIFY	For the hearing-impaired, you can set the volume to the AMPLIFY: ON setting on a permanent or temporary basis.	OFF	4-5
7. TONE/PULSE (For Canada Only)	Selects dialing mode.	TONE	4-1
8. LOCAL LANGUAGE (For Canada Only)	Allows you to change the LCD Language to French	ENGLISH	See French Operations Manual

1. Fax Functions (CONTINUED)

2. SETUP RECEIVE			
Function	**Description**	**Factory Set**	**Page**
1. RING DELAY	Number of rings before FAX/ MFC answers in FAX or FAX/TEL mode.	04	5-2
2. F/T RING TIME	Sets the time for “double ring” in FAX/TEL mode.	20	5-3
3. EASY RECEIVE	Receive fax messages without pressing the Start key.	ON	5-3
4. REMOTE CODE	Enter code to activate or deactivate machine from a remote location.	ON (✱51, #51)	5-6
5. REDUCTION	Reduces size of image.	AUTO	5-4
6. PAPER	Selects size of paper for fax receiving.	LETTER	5-5
7. PRINT DENSITY	Make prints darker or lighter.	—	5-5
8. POLLING RX	Turns Polling Receive ON or OFF.	OFF	5-7
9. TONER SAVE	Increases life of toner cartridge.	OFF	5-5

1. Fax Functions (CONTINUED)

3. SETUP SEND			
Function	**Description**	**Factory Set**	**Page**
1. COVERPG SETUP	Automatically sends the cover page you programmed.	OFF	6-4
2. COVERPAGE MSG	Program customized message for fax cover page.	—	6-5
3. CONTRAST	Change lightness or darkness of a fax you are sending.	AUTO	6-7
4. RESOLUTION	Allows you to change resolutions page by page.	STANDARD	6-9
5. OVERSEAS MODE	Adjusts for sometimes difficult overseas transmissions.	OFF	6-7
6. CALL RESERVE	You can send a fax, then speak.	OFF	6-8
7. DELAYED FAX	Send documents later.	—	6-9
8. POLLED TX	Sets up your FAX/MFC with a document to be retrieved by another fax machine.	OFF	6-10
9. REAL TIME TX	You can send a fax without using memory.	OFF	6-3

4. REMAINING JOBS			
Function	**Description**	**Factory Set**	**Page**
	Cancel a delayed fax or polling job.		5-8

5. INTERRUPT			
Function	**Description**	**Factory Set**	**Page**
	Send a fax now, even if you have the machine set to send a fax later, or if you have it set for Polling.		6-10

1. Fax Functions (CONTINUED)

6. SET AUTO DIAL			
Function	**Description**	**Factory Set**	**Page**
1. ONE-TOUCH DIAL	Dial numbers stored in memory by pressing only one key.	—	7-1
2. SPEED-DIAL	Dial numbers stored in memory by pressing only three keys.	—	7-2
3. SETUP GROUPS	Set up a Group number for broadcasting.	—	7-3

7. PRINT REPORTS			
Function	**Description**	**Factory Set**	**Page**
1. XMIT REPORT		OFF	9-1
2. ACT.REPORT	Print lists and reports	INTERVAL: OFF	9-1
3. AUTO DIAL	of activity.	—	9-1
4. TEL. INDEX	(Details in Chapter 9)	—	9-1
5. USER SETTINGS		—	9-1
6. MEMORY STATUS		—	9-1

8. REMOTE FAX OPT			
Function	**Description**	**Factory Set**	**Page**
1. FAX FWD/PAGING	Set FAX/MFC to forward fax messages—**OR**—to call your pager.	OFF	8-1
2. FAX STORAGE	Store incoming faxes in memory for remote retrieval.	OFF	8-2
3. REMOTE ACCESS	Set code for retrieving faxes.	159✳	8-3
4. PRINT FAX	Print incoming faxes stored in the memory.	—	5-8

0. TEL SERVICE			
Function	**Description**	**Factory Set**	**Page**
1. DISTINCTIVE	Use with telephone company's Distinctive Ring service to register the ring pattern on the FAX/MFC.	OFF	5-9
2. CALLER ID	View or print a list of the last 30 Caller IDs stored in memory.	—	5-11

2. Printer Functions (For MFC 4600 Only)

1. PRINT OPTIONS			
Function	**Description**	**Factory Set**	**Page**
1. INTERNAL FONT	You can print resident fonts to check and confirm font types.	—	See MFC Manual
2. CONFIGURATION	Printer settings and status are listed here.	—	See MFC Manual

2. RESET PRINTER			
Function	**Description**	**Factory Set**	**Page**
1. FACTORY SET	You can restore the printer back to the factory default settings.	—	See MFC Manual
2. HEX DUMP MODE	If you set HEX DUMP MODE, all the PC data is printed in hexadecimal.	—	See MFC Manual

3. TEST PRINT			
Function	**Description**	**Factory Set**	**Page**
	You can print a test sample page to check print quality.	—	See MFC Manual

4 Initial Setup

Getting Started

After you have assembled your machine uing the Brother StartCard, continue the setup by programming the rest of the initial settings.

Setting Date and Time

Your FAX/MFC displays the date and time, and prints it on every fax you send.

In the event of a power failure, you may have to reset the date and time. All other settings remain unaffected.

1. For the FAX, press **Function**, **1**, **1**.
   For the MFC, press **Function**, **1**, **1**, **1**.
   `ENTER YEAR:XX`
2. Enter the last two digits of the year and press **Set**.
   `ENTER MONTH:XX`
3. Enter two digits for the month and press **Set** (for example, enter 09 for September).
   `ENTER DAY:XX`
4. Enter two digits for the day (for example, 06) and press **Set**.
   `ENTER TIME:XX:XX`
5. Enter the time in 24-hour format and press **Set** (for example, enter 15:25 for 3:25 PM).
6. Press **Stop**.
   The screen now displays the date and time you set, and displays it whenever the FAX/MFC is in Standby mode.

Setting Station ID

You can store your name, fax number, and telephone number to be printed on all fax pages you send. (See *Composing Electronic Cover Page*, page 6-4 and *Entering Text*, page 4-2.)

1. For the FAX, press **Function**, **1**, **2**.
   For the MFC, press **Function**, **1**, **1**, **2**.
   `FAX:`
2. Enter your fax number (up to 20 digits) and press **Set**.
   (You must enter a fax number to proceed.)
   `TEL:`
3. Enter your telephone number (up to 20 digits) and press **Set**.
   (This number appears on Cover pages.)
   If your telephone number and fax number are the same, enter the same number again. The LCD displays your entry.
   `NAME:`

4 Use the dial pad to enter your name (up to 20 characters) and press **Set**. (You can use the chart below to help you enter letters.)

5 Press **Stop**.
The screen returns to the date and time.

If your Station ID has already been programmed, the screen prompts "1" to make a change, or "2" to exit without changing.

Setting Tone/Pulse Dialing (For Canada Only)

Your FAX/MFC comes set to accommodate tone (multi-frequency) dialing service. If you have pulse (rotary) dialing service, you must change the dialing mode.

1 For the FAX, press **Function**, **1**, **7**.
For the MFC, press **Function**, **1**, **1**, **7**.

2 Press ◄ or ► to select dialing mode and press **Set**.

3 Press **Stop** to exit.

Entering Text

When you are setting certain functions, such as the Station ID, you will have to enter text into the FAX/MFC. Most keys on the dial pad have three or four letters printed above them. The keys for 0, # and ✳ don't have printed letters because they are used for special characters.

By pressing the appropriate number on the dial pad the correct number of times, you can access the character you want.

Key	once	twice	three times	four times	five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	S	7
8	T	U	V	8	T
9	W	X	Y	Z	9

Inserting spaces

To enter a space, press ► once between numbers and twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ◄ to move the cursor after the last correct letter. Then press **Stop**; all letters above and to the right of the cursor are deleted. Re-enter the correct text and/or digits. Also, you can back up and type over incorrect letters.

Repeating letters

If you need to enter a character assigned to the same key as the previous character, press ► to move the cursor to the right.

Special characters and symbols

Press ✳, # or **0** repeatedly to move the cursor under the special character or symbol you want, then press ► to select it.

Press ✳ for (space) ! " # $ % & ' ( ) * + , - . /

Press # for : ; < = > ? @ [ ] ^ _

Press **0** for É À È Ê Î Ç Ë Ö 0

NOTICE

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or electronic device to send any message via a telephone fax machine unless such messages clearly contain, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity or other individual sending the message and the telephone number of the sending machines or such business, other entity or individual.

In order to program this information into your fax machine, you should complete the steps described on page 4-1.

Setting Beeper Volume

You can set the beeper to LOW, HIGH or OFF. The default setting is **LOW**. When the beeper is set to LOW or HIGH, the FAX/MFC beeps every time you press a key or make an error, and at the end of fax sending or receiving.

1. For the FAX, press **Function**, **1**, **3**.
   For the MFC, press **Function**, **1**, **1**, **3**.
2. Press ◄ or ► to select your setting and press **Set**.
3. Press **Stop** to exit.

Setting the Handset Volume

Before you begin to use the FAX/MFC, you must decide if you need to set the handset volume to AMPLIFY:ON for a user who is hearing-impaired. The AMPLIFY volume level complies with FCC standards.

VOLUME AMPLIFY: OFF

This default setting is appropriate if none of the users are hearing-impaired. During a conversation, users can press ◄ or ► on the control panel to adjust the volume. When the handset is replaced, the handset volume remains until you change it again.

VOLUME AMPLIFY: ON–TEMPORARY

This setting is appropriate if some of the users are hearing-impaired. During a conversation, users can press ◄ or ► on the control panel to adjust the volume to LOW, HIGH or AMPLIFY. When the handset is replaced, the handset volume will return to the default setting of LOW.

VOLUME AMPLIFY:ON–PERMANENT

Choose VOL AMPLIFY:ON–PERMANENT if all of the users are hearing-impaired. During a conversation, users can press ◄ or ► on the control panel to adjust the volume to LOW, HIGH or AMPLIFY. When the handset is replaced, the handset volume returns to the default setting of AMPLIFY.

When you press ◄ or ► on the control panel to adjust the volume, the display shows the setting you are choosing. Each key press changes the volume to the next setting.

WARNING

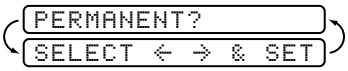
It is important that you do NOT choose PERMANENT unless all users are hearing-impaired. Otherwise, the default setting of AMPLIFY may damage the hearing of some users.

Setting Volume Amplify

Please carefully read "Setting the Handset Volume" before you do the following steps:

1. For the FAX, press **Function**, **1**, **6**.
   For the MFC, press **Function**, **1**, **1**, **6**.
2. Press ◄ or ► to select **VOL AMPLIFY:OFF?** if none of the users are hearing-impaired and go to Step 4
   —**OR**—
   If some or all of the users are hearing-impaired, select **VOL AMPLIFY:ON?**.

3. If all the users are hearing-impaired, press ◄ or ► to select **PERMANENT?** and press **Set**
   —**OR**—
   If only some of the users are hearing-impaired, select **TEMPORARY?** and press **Set**.



4. Press **Stop** to exit.

Setting the Speaker Volume

You can adjust the speaker volume of your FAX/MFC. First press **Hook**, then press ◄ or ► to select a speaker volume level.

When you press ◄ or ► to adjust the volume level, the display shows the setting you are choosing. Each key press changes the volume to the next level. The new setting will remain until you change it again.

Setting the Ring Volume

You can adjust the ring volume when your FAX/MFC is idle. You can turn the ring off or you can select a ring volume level.

As you press ◄ or ► to adjust the volume level, the FAX/MFC rings so you can hear the volume for the level shown on the display. Each key press changes the volume to the next setting. The new setting will remain until you change it again.

Memory Storage

In the event of a power failure, all settings in the INITIAL SETUP, SETUP RECEIVE, SET AUTO DIAL, and REMOTE FAX OPT functions plus the COVERPG SETUP and COVERPG MSG (from SETUP SEND) functions are stored permanently. You may have to reset the date and time.

Sleep Mode

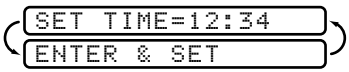
Setting the Sleep mode reduces power consumption while the FAX/MFC is idle. You can choose how long the FAX/MFC is idle (from 00 to 99 minutes) before it drops into sleep mode. The timer automatically rests when the FAX/MFC receives a fax or PC data, or makes a copy. The default setting is 0 minutes.

1. For the FAX, press **Function**, **1**, **4**.
   For the MFC, press **Function**, **1**, **1**, **4**.
2. Use the Dial pad to enter the amount of time the FAX/MFC is idle before it drops into sleep mode (00 to 99) and press **Set**.
3. Press **Stop** to exit.

Delayed Timer

You can set up the time of day that delayed faxes will be sent. This time will be displayed for acceptance or you can override it in *Delayed Fax*. (See *Delayed Fax*, page 6-9.)

1. For the FAX, press **Function**, **1**, **5**.
   For the MFC, press **Function**, **1**, **1**, **5**.



2. Enter the time (in 24-hour format) that you want delayed faxes to be sent and press **Set**.

3. Press **Stop** to exit.

5 Setup Receive

Basic Receiving Operations

Select Receive Mode

There are four different receive modes for your FAX/MFC. You can choose the mode that best suits your needs by pressing **Receive Mode** repeatedly until the LCD displays the setting you want to use.

LCD	How it works	When to use it
MANUAL (manual receive)	You control the phone line and must answer every call yourself.	Use this mode when you are using a computer modem on the same line or if you receive very few fax messages. You can also use this mode with Distinctive Ringing.
FAX ONLY (automatic receive)	The FAX/MFC automatically answers every call as a fax.	For dedicated fax lines. You cannot receive a voice call but you can call out.
FAX/TEL* (fax and telephone)	The FAX/MFC controls the line and automatically answers every call. If the call is a fax it will receive the fax. If the call is not a fax it will ring (double ring) for you to pick up the call.	You cannot have an answering machine on the same line, even if it is on a separate jack on the same line. You cannot use the telephone company's Voice Mail in this mode.
TAD:ANSWER MACH. (External Telephone Answering Device)	The external TAD automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed.	Use this mode if you have an answering machine on your phone line.

*In FAX/TEL mode you must set the Ring Delay and F/T Ring Time. If you have extension phones on the line, set the Ring Delay to 4 rings.

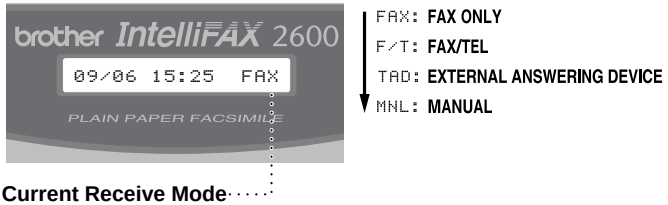
To select or change your Receive Mode

1. Press **Receive Mode**. The LCD display your current selection.

```
FAX ONLY
FAX/TEL
TAD:ANSWER MACH.
MANUAL
```

2. Continue to press **Receive Mode** until your new selection appears. After 2 seconds, the LCD returns to the date and time display, along with your new Receive Mode setting.

If you are changing Receive Mode while in another operation, the LCD returns to the current operation display.



Setting Ring Delay

The Ring Delay setting determines the number of times the FAX/MFC rings before it answers. If you have extension phones on the same line as the fax machine, keep the Ring Delay default setting of **4**. (See *Easy Receive*, page 5-3, *Operation from Extension Telephone or External Telephone*, page 5-6 and *For FAX/TEL Mode Only*, page 5-6.)

1. For the FAX, press **Function**, **2**, **1**.
   For the MFC, press **Function**, **1**, **2**, **1**.
2. Press ◄ or ► to select how many times the line rings before the FAX/MFC answers (00 – 04) and press **Set**. If you select 00, the line doesn't ring at all.
3. Press **Stop** to exit.

Setting F/T Ring Time

You must determine how long the FAX/MFC will notify you with its special double ring when you have a voice call. This ringing happens after the initial ringing from the phone company. Only the FAX/MFC rings, for 20, 30, 40 or 70 seconds; no other phones on the same line ring the special double ring. However, you can answer the call on any extension phone (in a separate wall jack) on the same phone number as the FAX/MFC.

1. For the FAX, press **Function**, **2**, **2**.
   For the MFC, press **Function**, **1**, **2**, **2**.
2. Press ◄ or ► to select how long the FAX/MFC will ring to alert you that you have a voice call and press **Set**.

   RING TIME:20 SEC
3. Press **Stop** to exit.

Now, when a call comes in and the FAX/MFC is set to FAX/TEL mode, all phones on this line will ring the number of times you selected in Ring Delay.

You can let the FAX/MFC pick up and detect if it's a fax or voice call. If it's a fax call, the FAX/MFC prints the fax. If it's a voice call, the FAX/MFC signals you with a double ring for the length of time you selected in F/T Ring Time.

Even if the caller hangs up during the double ringing, the FAX/MFC continues for the set time.

Easy Receive

When you use this feature, you don't have to press **Start** when you answer a fax call and hear calling beeps. Just hold the handset and wait a few seconds. When you see RECEIVE on the fax screen or when you hear "chirps" through the handset of an extension phone connected to another wall jack, just replace the handset, and your FAX/MFC does the rest. Selecting ON allows the FAX/MFC to receive fax calls automatically, even if you lift the handset of an extension or external phone. Selecting SEMI lets the FAX/MFC receive the call only if you've answered it at the FAX/MFC. Selecting OFF means you'll have to activate the FAX/MFC yourself by pressing **Start**—**OR**—by pressing ✳ **5 1** if you are not at the FAX/MFC.
(See *Operation from Extension Telephone or External Telephone*, page 5-6.)

1. For the FAX, press **Function**, **2**, **3**.
   For the MFC, press **Function**, **1**, **2**, **3**.
2. Press ◄ or ► to select ON, SEMI or OFF and press **Set**.
3. Press **Stop** to exit.

If you've set the feature to ON, but your FAX/MFC doesn't automatically connect a fax call when you lift an external or extension phone handset, press the Fax Receive code ✳ **5 1**. At the FAX/MFC, lift the handset and press **Start**. (See *For FAX/TEL Mode Only*, page 5-6.)

Printing a Reduced Incoming Document

You can always reduce the size of an incoming fax to a fixed percentage, regardless of the size of the paper (up to legal) in your FAX/MFC. If you choose AUTO, your FAX/MFC chooses the level of reduction for you.

1. For the FAX, press **Function**, **2**, **5**.
   For the MFC, press **Function**, **1**, **2**, **5**.

   `5.REDUCTION`

2. Press ◄ or ► to select the reduction ratio you want—AUTO, 93%, 87% or 75% and press **Set**.
   Choose 100% if you don't want a reduction.

3. Press **Stop** to exit.

Recommended Reductions

If your paper is letter size (8.5" x 11"), and the incoming fax is

letter size, select 93%

A4 size, select 87%

legal size, select 75%.

If your paper is A4 (8.2" x 11.6"), and the incoming fax is

letter size, select 100%

A4 size, select 93%

If your paper is legal size (8.5" x 14"), and the incoming fax is

letter size, select 100%

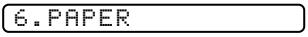
A4 size, select 100%

legal size, select 93%.

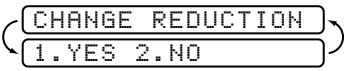
Setting Paper Size

You can use three sizes of paper for printing your faxes: letter, legal and A4. When you change the size of paper you have loaded in the FAX/MFC, you will need to change the setting for paper size, so your FAX/MFC will know how to fit the incoming fax on the page. You can also select the level of page reduction to fit on the paper in your FAX/MFC.

1. For the FAX, press **Function**, **2**, **6**.
   For the MFC, press **Function**, **1**, **2**, **6**.



2. Press ◄ or ► to select LETTER, LEGAL or A4 and press **Set**.
3. Press **1** if you want to change the reduction setting—OR—Press **2** to go to Step 5.



4. Press ◄ or ► to select AUTO, 100%, 93%, 87% or 75% and press **Set**.
5. Press **Stop** to exit.

Setting the Print Density

If your FAX/MFC is printing too light or too dark, you can adjust print density, making your printed documents darker or lighter. The new setting will remain until you change it again.

1. For the FAX, press **Function**, **2**, **7**.
   For the MFC, press **Function**, **1**, **2**, **7**.
2. Press ◄ to make print lighter, or ► to make print darker and press **Set**.
3. Press **Stop** to exit.

Toner Save

You can conserve toner using this feature. When you set Toner Save to ON, print appears somewhat lighter. The default setting is OFF.

1. For the FAX, press **Function**, **2**, **9**.
   For the MFC, press **Function**, **1**, **2**, **9**.
2. Press ◄ or ► to turn ON (or OFF) and press **Set**.
3. Press **Stop** to exit.

Operation from Extension Telephone or External Telephone

If you answer a fax call on an extension phone or on an external phone in the EXT. jack, you can make your FAX/MFC take over by using the Fax Receive Code. When you press the Fax Receive Code **✳ 5 1**, the FAX/MFC starts to receive a fax. (See *Setting F/T Ring Time*, page 5-3 and *Easy Receive*, page 5-3.)

If the FAX/MFC answers a voice call and double-rings for you to take over, use the Telephone Answer Code **# 5 1** to take the call at an extension phone.

If you answer a call, and no one is on the line, assume you're receiving a fax. At the FAX/MFC phone, press **Start**, then hang up. At an extension phone, press **✳ 5 1**, wait for fax receiving tones (chirps), then hang up. At an external phone, press **✳ 5 1** and wait for the phone to be disconnected (the screen displays RECEIVE) before you hang up. (Your caller will have to press **Start** to send the fax.)

For FAX/TEL Mode Only

When the FAX/MFC is in FAX/TEL mode, it will use the F/T Ring Time (double ringing) to alert you to pick up a voice call. If you're at the FAX/MFC, you can lift the handset to answer.

If you're at an extension phone, you'll need to lift the handset during the F/T Ring Time and press **# 5 1** between the double rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the FAX/MFC by pressing **✳ 5 1**.

Changing Remote Codes

Remote Codes might not work with some telephone systems. The preset Fax Receive Code is **✳ 5 1**. The preset Telephone Answer Code is **# 5 1**.

Note If you are always disconnected when accessing your external TAD remotely, try changing the Fax Receive Code from **✳ 5 1** to **# # #** and the Telephone Answer Code from **# 5 1** to **9 9 9**.

1. For the FAX, press **Function**, **2**, **4**.
   For the MFC, press **Function**, **1**, **2**, **4**.
2. Press ◄ or ► to select ON (or OFF) and press **Set**.

3. If you want to, enter a new Fax Receive Code, then press **Set**.

4. If you want to, enter a new Telephone Answer Code, then press **Set**.

5. Press **Stop** to exit.

Polling

Polling is the process of retrieving faxes from another fax machine. You can use your FAX/MFC to "poll" other machines, or you can have someone poll your machine.

All parties involved in polling need to set up their fax machines to accommodate polling. When someone polls your machine to receive a fax, they pay for the call; if you poll someone's fax machine to receive a fax, you pay for the call.

Some fax machines do not respond to the polling function.

Setting Up Polling Receive

Polling Receive is when you call another fax machine to receive a fax from it.

1. For the FAX, press **Function**, **2**, **8**.
   For the MFC, press **Function**, **1**, **2**, **8**.

2. Press ◄ or ► to choose ON and press **Set**.
3. Enter the fax number you are polling.

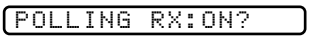
4. Press **Start**.
   The screen displays DIALING.

Setting Up Sequential Polling Receive

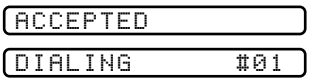
The FAX/MFC can request documents from several fax units in a single operation. Afterward, a Sequential Polling Report will be printed. (See *Canceling a Scheduled Job*, page 5-8.)

1. For the FAX, press **Function**, **2**, **8**.
   For the MFC, press **Function**, **1**, **2**, **8**.

2. Press ◄ or ► to select Polling ON and press **Set**.



3. Specify the destination fax machines you wish to poll, using One Touch, Speed Dial, a Group or the dial pad. You must press **Broadcast** between each location.
4. Press **Start**. The FAX/MFC will poll each number or group member in turn for a document.



Printing a Fax in Memory

If you have Fax Storage ON for remote retrieval, you can still print a fax from memory when you are at your FAX/MFC. (See *Setting Fax Storage*, page 8-2.)

1. For the FAX, press **Function**, **8**, **4**.
   For the MFC, press **Function**, **1**, **8**, **4**.
2. Press **Start**.
3. After printing is finished, press **Stop** to exit.

Canceling a Scheduled Job

You can cancel tasks you've scheduled, such as Delayed Fax or Polling Transmit.

If the FAX/MFC is idle,

1. For the FAX, press **Function**, **4**.
   For the MFC, press **Function**, **1**, **4**.
   Any waiting jobs will appear on the display. If no jobs are waiting, the screen displays NO JOB WAITING.

   `4.REMAINING JOBS`
2. If you have more than two jobs waiting, use ◄ or ► to select the job you want to cancel and press **Set** when the screen displays your selection.
   —**OR**—
   If you have only one job waiting, go to Step 3.
3. Press **1** to cancel the job—**OR**—Press **2** to exit without canceling it.
   To cancel another job, return to Step 2.
4. Press **Stop** to exit.

Note If your FAX/MFC is busy, press **Stop**, then follow Steps 2 through 4 to cancel a job.

You can check which jobs are waiting in memory by following Steps 1 and 2 above.

Distinctive Ring

This FAX/MFC feature lets you use the Distinctive Ring subscriber service offered by some telephone companies, which allows you to have several telephone numbers on one phone line. Each phone number has its own Distinctive Ring pattern, so you'll know which phone number is ringing. This is one way you can have a separate phone number for your FAX/MFC.

Your FAX/MFC has a Distinctive Ring function, allowing you to dedicate one phone number just for receiving faxes. You'll need to follow the directions below to "register" the new Distinctive Ringing pattern, that was assigned by the Telephone Company, so your FAX/MFC can recognize its incoming calls.

Note

You can change or cancel the Distinctive Ring pattern at any time. You can switch it off temporarily, then turn it back on. When you get a new fax number, be sure to reset this function.

You can register only one Distinctive Ring pattern with the FAX/MFC. Some ringing patterns cannot be registered.

- The FAX/MFC will answer only calls to its registered number.
- You will not hear the first two rings of all incoming calls on the machine.
- To have your TAD answer only the main number, the FAX/MFC must be in Manual mode.
- In FAX/TEL or FAX mode, the FAX/MFC will answer all numbers on the phone line.

Registering Your Distinctive Ring Pattern

If you are not sure which ring pattern you have call your telephone company. Then assign your ring pattern in the steps below.

1. Set the FAX/MFC to MANUAL mode.
2. For the FAX, press **Function**, **0**, **1**.
   For the MFC, press **Function**, **1**, **0**, **1**. The screen displays the current setting of this feature.
3. Press ◄ or ► to select DISTINCTIVE: SET? and press **Set**.
4. Press ◄ or ► to select the prestored ring pattern you want to assign and press **Set**. (You will hear each pattern as you scroll through the four patterns.) Be sure to choose the pattern assigned by the Telephone Company.

Ring Pattern	Rings	
1	long - long	
2	short - long - short	
3	short - short - long	
4	very long (normal pattern)	

5. Press **Stop** to exit.

Once you've registered the Distinctive Ring pattern in your FAX/MFC, you can turn this feature on or off. To change the setting, follow Steps 1 to 4 above, selecting ON (or OFF).

Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local phone companies. This service provides you, by means of the LCD display, the name or telephone number of your caller as the line rings.

After a few rings, the screen displays the telephone number of your caller (or name, if available). Once you pick up the handset, the Caller ID information disappears from the screen, but the call information remains stored in the Caller ID memory. (See *Printing Caller ID List*, page 5-11.)

- You will see the first 16 characters of the number or name.
- OUT OF AREA means call originates outside your Caller ID service area.
- PRIVATE CALL means the caller has intentionally blocked transmission of information.
- CALL PICKUP remains on the screen when no Caller ID information was transmitted.

If both the name and number are received, the screen displays only the name. You can print a list of Caller ID information received by your FAX/MFC.

Caller ID service varies with different carriers. Call your local phone company to determine the kind of service available in your area.

Viewing Caller ID List

Caller ID memory stores information for up to thirty calls; when the thirty-first call comes in, information about the first call is erased. You can scroll through Caller ID information to review those calls made to your FAX/MFC.

1. For the FAX, press **Function**, **0**, **2**.
   For the MFC, press **Function**, **1**, **0**, **2**.
2. Press ◄ or ► to select DISPLAY #? and press **Set**.
   If the name was not received, it will not be displayed.
3. Press ◄ or ► to scroll through the Caller ID memory to select the Caller ID you want to view and press **Set**.
   The LCD shows the caller's name and number and the date and time of the call.
4. Press ◄ or ► to return to the Caller ID listing—**OR**—Press **Stop** to exit.

Printing Caller ID List

1. For the FAX, press **Function**, **0**, **2**.
   For the MFC, press **Function**, **1**, **0**, **2**.
2. Press ◄ or ► to select PRINT REPORT? and press **Set**.
3. Press **Start**.

Call Waiting Caller ID

The Call Waiting Caller ID feature lets you use the Call Waiting Caller ID service offered by many local telephone companies. The feature displays the telephone number (or name, if available) of Call Waiting callers on your FAX/MFC's LCD.

1. To answer a Call Waiting signal while you're talking on the phone, ask the other party if you can put them on Hold a minute to catch the other call. The LCD displays the Caller ID.
2. Press **Speed Dial** to switch to the second call.
3. To switch back to the first call, press **Speed Dial** again.

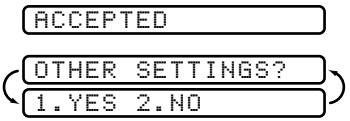
Either caller can hang up at any time. However, if you hang up you will disconnect both callers.

6 Setup Send

Before You Begin

Sending Faxes Using Multiple Settings

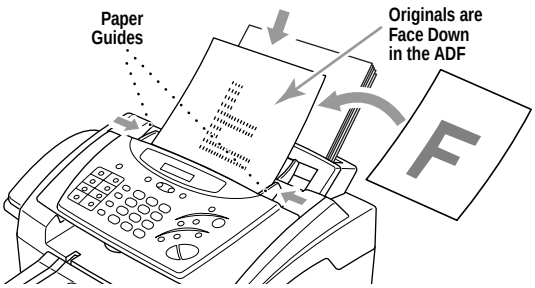
When you send a fax you can choose any combination of the available settings: add a coverpage and select a comment; set the contrast or resolution; send using overseas mode, call reservation or delayed fax timer, polling transmission or real time transmission. After each function is accepted, the display will ask if you want to enter other settings:



Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—
Press **2** if you are finished choosing settings, and go to the next step.

Using the ADF (Automatic Document Feeder)

- Documents must be between 5.8 and 8.5 inches wide, and 3.9 and 14.1 inches long. Your FAX/MFC can scan an image only 8.2 inches wide, regardless of how wide the paper.
- Make sure you place original **face down, top edge first**.
- Adjust the paper guides to fit the width of your document.



- The ADF (automatic document feeder) can hold up to 20 pages, feeding each one individually through the fax machine. Use standard (14 lb–24 lb) paper when using the ADF; if you're using heavier paper, feed each sheet individually to prevent paper jams.
- Press **Resolution** (before you send the fax) to select the resolution for the document you're sending. (See *Resolution*, page 6-7.)

DO NOT use curled, wrinkled, folded or ripped paper, or paper with staples, paper clips, paste or tape attached. **DO NOT** use cardboard, newspaper or fabric.

- Make sure documents written in ink are completely dry.

Manual Transmission

Manual transmission lets you hear the dial tone, ringing and fax receiving tones before sending the fax.

1. Place the original face down in the ADF.
2. Pick up the handset and listen for a dial tone—**OR**—press **Hook** and listen for a dial tone.
3. Enter the fax number you want to call (you can enter the digits using the dial pad, or you can enter a One Touch or Speed Dial number or you can call using Search). (See *One Touch Dialing*, page 7-4.)
4. When you hear the fax tone, press **Start**.
5. If you're using the handset, hang up.

Automatic Transmission

This is the easiest way to send a fax. **IMPORTANT:** Do not pick up the handset, or press **Hook**.

1. Place the original face down in the ADF.
2. Enter the fax number using One Touch, Speed Dial, Search or the dial pad. (See *Speed Dialing*, page 7-5.)
3. Press **Start**.

Manual and Automatic Fax Redial

If you're sending a fax manually and the line is busy, after you disconnect the call press **Redial/Pause** to retry the number.

If you're sending a fax automatically and the line is busy, the FAX/MFC will automatically redial up to three times at 5 minute intervals.

Dual Access

You can scan up to 50 originals into the fax memory, even while the FAX/MFC is receiving or sending another fax (from memory). You can set temporary settings for each fax you're scanning, except Timer and Polling.

If you try to scan in and store a 51st fax, the FAX/MFC will send it immediately, without storing it in memory.

If you get a MEMORY FULL message while scanning the first page of a fax, press **Stop** to cancel scanning. If you get a MEMORY FULL message while scanning in a subsequent page, you'll have the option to press **Start** to transmit the pages scanned so far, or to press **Stop** to cancel the operation.

1. Make sure the ADF is empty.
2. Place the original in the ADF.

3 Enter the fax number.

4 Press **Start**. The FAX/MFC starts scanning the original and the screen displays the job number (#XX) of the fax, and how much memory is available. Then the FAX/MFC starts dialing. You can immediately repeat Steps 1 through 4 for the next fax.

Note Your FAX/MFC normally operates in Dual Access mode. However, you can override Dual Access by using Real Time Transmission.

Real Time Transmission

When you are sending a fax, the FAX/MFC will scan originals into memory before sending. Then, as soon as the phone line is free, the FAX/MFC will start dialing and sending the fax. If memory becomes full, the FAX/MFC will send the document in real time, even if REAL TIME TX is set to OFF.

Sometimes you may want to send an important document immediately, without waiting for memory transmission. You can set REAL TIME TX to ON.

1 Place the original face down in the ADF.

2 For the FAX, press **Function**, **3**, **9**.
For the MFC, press **Function**, **1**, **3**, **9**.

```
9.REAL TIME TX
```

3 To change the default setting, press ◄ or ► to select ON (or OFF) and press **Set**. Go to Step 5—**OR**—For the next fax transmission only, press ◄ or ► to select NEXT FAX ONLY and press **Set**.

```
REALTIME TX:ON?
```

4 For the next fax only, press ◄ or ► to select ON (or OFF) and press **Set**.

5 Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings and go to Step 6.

6 Enter fax number and press **Start**.

Checking the Jobs Status

Check which jobs are still waiting in memory to be sent. (If no jobs are waiting, the screen displays NO JOB WAITING.) (See *Canceling Jobs in Memory*, page 6-4.)

1 *If the machine is idle*,
For the FAX, press **Function**, **4**.
For the MFC, press **Function**, **1**, **4**.
—**OR**—
If the machine is busy, go to step 2.

2 If you have multiple jobs waiting, use ◄ or ► to scroll through the list.

3 Press **Stop** to exit.

Canceling Jobs While Scanning the Original

You can cancel a job while you are scanning it into memory by pressing **Stop**. Eject the original by pressing **Stop** again.

Canceling Jobs in Memory

You can cancel tasks you've scheduled, such as Delayed Fax, Polling Receive, Polled Transmit or faxes in memory waiting to be sent. If no jobs are waiting, the screen displays NO JOB WAITING.

If the FAX/MFC is idle,

1. For the FAX, press **Function**, **4**.
   For the MFC, press **Function**, **1**, **4**.
   Any waiting jobs appear on the LCD.

```
4.REMAINING JOBS
```

2. If you have more than two jobs waiting, press ◄ or ► to select the job you want to cancel and press **Set**.
   —OR—
   If you have only one job waiting, go to Step 3.

```
#02 SALES REPORT
1.CLEAR  2.EXIT
```

3. Press **1** to cancel—**OR**—Press **2** to exit without canceling.
   To cancel another job, return to Step 2.
4. Press **Stop** to exit.

If the FAX/MFC is busy, press **Stop**, then follow Steps 2 through 4 to cancel a job.

Basic Sending Operations

Composing Electronic Cover Page

The cover page is generated at the receiving party's machine. Your cover page includes the name stored in the One Touch or Speed Dial memory. If you're dialing manually, the name is left blank.
(See *One Touch Dialing*, page 7-4, *Speed Dialing*, page 7-5.)

The cover page indicates your Station ID, and the number of pages you're sending. If you have Coverpage Setup set to ON (For the FAX, press **Function**, **3**, **1**. For the MFC, press **Function**, **1**, **3**, **1**.), the number of pages remains blank.
(See *Setting Station ID*, page 4-1.)

You can select a comment to include on your cover page.

```
1.COMMENT OFF
2.PLEASE CALL
3.URGENT
4.CONFIDENTIAL
```

Instead of using one of the comments above, you can enter up to two customized messages, each 27 characters long. Use the chart on page 4-2 to help enter characters. (See *Composing Your Own Comments*.)

```
5.<USER DEFINED>
6.<USER DEFINED>
```

Most of the SETUP SEND functions are temporary settings that allow you to make adjustments for each document you send. However, so you can set up your cover page and cover page comments in advance, the Cover Page Setup and Cover Page Message functions change the default settings.

Composing Your Own Comments

You can set up two custom comments.

1. For the FAX, press **Function**, **3**, **2**.
   For the MFC, press **Function**, **1**, **3**, **2**.

```
2.COVERPAGE MSG
```

2. Press ◄ or ► to choose position 5 or 6 for your customized comment and press **Set**.
3. Use the dial pad to enter your customized comment and press **Set**. (See *Entering Text*, page 4-2.)
4. Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** to exit.

Cover Page for Next Fax Only

Make sure the Station ID is set up. This feature does not work without the Station ID. (See *Setting Station ID*, page 4-1.)

You can set the fax to send a cover page with a particular document. This cover page will include the number of pages in your document.

1. Place the original in the ADF.
2. For the FAX, press **Function**, **3**, **1**.
   For the MFC, press **Function**, **1**, **3**, **1**.

```
1.COVERPG SETUP
```

3. When the screen displays NEXT FAX ONLY?, press **Set**.
4. Press ◄ or ► to select ON (or OFF) and press **Set**.
5. Press ◄ or ► to select one of the standard or custom comments and press **Set**.
6. Enter two digits to indicate the number of pages you are sending and press **Set**. (Enter **0 0** to leave the number of pages blank.) If you make a mistake, press ◄ to back up and reenter the number of pages.
7. Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 8.
8. Enter the fax number you're calling.
9. Press **Start**.

Always Send Cover Page

Make sure Station ID is set up. This feature does not work without the Station ID. (See *Setting Station ID*, page 4-1.)

You can set the FAX/MFC to send a cover page whenever you send a fax. The number of pages in your fax is not included when you use this setting.

1. For the FAX, press **Function**, **3**, **1**.
   For the MFC, press **Function**, **1**, **3**, **1**.

   COVERPAGE:OFF?

2. Press ◄ or ► to select COVERPAGE: ON?, and press **Set**.
3. If you selected ON, press ◄ or ► to select one of the standard or custom comments and press **Set**.
4. Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu
   —OR—
   Press **2** to exit if you are finished choosing settings.

Using a Printed Cover Page

If you prefer using a printed cover page that you can write on, you can print the sample page and attach it to your fax.

1. For the FAX, press **Function**, **3**, **1**.
   For the MFC, press **Function**, **1**, **3**, **1**.
2. Press ◄ or ► to select PRINT SAMPLE? and press **Set**.
3. Press **Start**. Your FAX/MFC prints a copy of your cover page.

```
        === COVER PAGE ===

TO:        _____________

FROM:      ___________________
     FAX:
     TEL:

            PAGE[S] TO FOLLOW
COMMENT:
```

Contrast

If your original is very light or very dark, you might want to set the contrast accordingly. Use S.LIGHT to send a very light original. Use S.DARK to send a very dark original.

1. Place the original, face down in the ADF.
2. For the FAX, press **Function**, **3**, **3**.
   For the MFC, press **Function**, **1**, **3**, **3**.
3. Press ◄ or ► to select AUTO, S.LIGHT or S.DARK and press **Set**.
4. Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu
   —**OR**—
   Press **2** if you are finished choosing settings and go to Step 5.
5. Enter a fax number and press **Start** to send a fax.

Resolution

When you have an original in the ADF, you can use the **Resolution** key to change the default setting. Press **Resolution** continuously until you see the lights change to the setting you want. For Standard, turn Fine and S. Fine lights off. For Photo, turn them both on. (See *Multiple Resolution Transmission*, page 6-9.)

Standard—Good for most typed documents.

Fine—Good for small print; transmits a little slower than standard resolution.

S.Fine (Super Fine)—Good for small print or artwork; transmits slower than fine resolution.

Photo—Use for documents with varying shades of gray; slowest transmission time.

Advanced Sending Operations

Overseas Mode

After you send a fax using this feature, the feature turns itself off.

1. Place the original face down in the ADF.
2. For the FAX, press **Function**, **3**, **5**.
   For the MFC, press **Function**, **1**, **3**, **5**.

3. Press ◄ or ► to select ON (or OFF) and press **Set**.
4. Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings and go to Step 5.
5. Enter the fax number you're calling.
6. Press **Start**.

Call Reservation

You can send a fax and let the other party know that you want to have a conversation after the fax transmission is complete. The other fax machine will ring as if it were receiving a telephone call; if the other party picks up the handset, your FAX/MFC will ring. Lift the handset to speak.

If you set Call Reservation and Call Back message to ON, your FAX/MFC leaves a message if the other party does not answer.

1. Place the original face down in the ADF.
2. For the FAX, press **Function**, **3**, **6**.
   For the MFC, press **Function**, **1**, **3**, **6**.

3. Press ◄ or ► to select CALL RESERVE:ON (or OFF) and press **Set**. The LCD displays the current seting for Call Back Message.

4. Press ◄ or ► to select ON (or OFF) and press **Set**.
5. Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings, and go to Step 6.
6. Enter the fax number.
7. Press **Start**.
8. If you've set Call Reservation to ON, pick up your handset if the FAX/MFC rings.

You cannot use auto redial with Call Reservation. You cannot use Call Reservation with Delayed Transmission or with Polling.

Note: You must register your Station ID to set Call Back Message to ON.

Print Sample Call Back Message

1. For the FAX, press **Function**, **3**, **6**.
   For the MFC, press **Function**, **1**, **3**, **6**.
2. Press ◄ or ► to select PRINT SAMPLE? and press **Set**.
3. Press **Start**.

Delayed Fax

During the day you can store *up to* 50 documents in memory for delayed sending. Transmission of these documents will begin at the time of day you enter in Step 3. If you have set up a time of day in the Delayed Timer function on page 4-6, you can accept it in Step 3 or enter another time for this fax.

1. Place the original face down in the ADF.
2. For the FAX, press **Function**, **3**, **7**.
   For the MFC, press **Function**, **1**, **3**, **7**.
3. Accept the displayed time or enter another time for this fax and press **Set**.
4. Press **1** to leave the original waiting in the ADF
   —**OR**—
   Press **2** to scan the original into memory.
   (See *Interrupting Delayed Fax and Polled Transmit Jobs*, page 6-10.)

```
1.DOC 2.MEMORY
```

5. Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings and go to Step 6.
6. Enter the fax number.
7. Press **Start**.
   The FAX/MFC will wait to send the fax at the time you set up in Delayed Timer (For the FAX, **Function**, **1**, **6**. For the MFC, **Function**, **1**, **1**, **6**).

```
ENTER FAX NO.
PRESS START KEY
```

The number of documents you can scan into memory varies with the data they contain.

Multiple Resolution Transmission

Use this feature to select separate resolution settings for each page of the fax you're sending. This could be useful if you're sending a fax with photos and letters, or some pages with small print and others with normal print. Resolution settings return to STANDARD after the fax is sent.

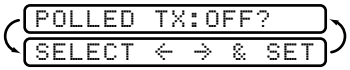
1. Place the original face down in the ADF.
2. For the FAX, press **Function**, **3**, **4**.
   For the MFC, press **Function**, **1**, **3**, **4**.
3. Use ◄ or ► to select resolution for page 1, then press **Set**.
4. Repeat Step 3 for subsequent pages.
5. Press **Stop** when you're finished.
6. Press **1** if you want to select additional settings. The display returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings and go to Step 7.
7. Enter the fax number you're calling.
8. Press **Start**.

```
PAGE 01:STANDARD
SELECT ← → & SET
```

Setting Up Polled Transmit

Polled Transmit is when you set up your FAX/MFC to wait with an original so another fax machine can retrieve it. (See *Interrupting Delayed Fax and Polled Transmit Jobs*, page 6-10.)

1. Place the original to be retrieved face down in the ADF.
2. For the FAX, press **Function**, **3**, **8**.
   For the MFC, press **Function**, **1**, **3**, **8**.



3. Press ◄ or ► to choose POLLED TX:ON? and press **Set**.

4. Press **1** to select DOC if you want your FAX/MFC to scan the printed original at the time it is polled—**OR**—Press **2** to select MEMORY.
5. Press **1** if you want to select additional settings. The LCD returns to the SETUP SEND menu—**OR**—Press **2** if you are finished choosing settings and go to Step 6.
6. Press **Start**.

If you pressed **1** in Step 4, the printed original remains in the ADF until your FAX/MFC is polled. However, you can "interrupt" it to send another fax.

Interrupting Delayed Fax and Polled Transmit Jobs

You can send a fax or make a copy now, even if you have the FAX/MFC set to send a fax later or to be polled. However, you cannot use automatic redial or the Function mode.

1. For the FAX, press **Function**, **5**.
   For the MFC, press **Function**, **1**, **5**.
2. Wait 2 seconds, then remove the original that are waiting in the ADF.

3. Place the "new" original you want to send or make a copy now in the ADF.
4. Enter the new fax number for the original you want to send now.
5. Press **Start**.
6. After the transmission is finished, place the "old" original back into the ADF.
7. For the FAX, press **Function**, **5**, for the MFC, press **Function**, **1**, **5**, to restore the Delayed Fax and/or Polling.

7 Auto Dial Numbers and Dialing Options

Storing Numbers for Easy Dialing

You can set up your FAX/MFC to do three types of easy dialing: One Touch, Speed Dial, and Groups for Broadcasting of faxes.

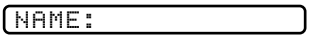
***If you loose electrical power, auto dial numbers in memory will* NOT *be lost*.**

Storing One Touch Dial Numbers

You can store 16 (FAX 2600) or 8 (MFC 4600) fax/phone numbers that you can dial by pressing one key. For FAX 2600, to access numbers 09 to 16, hold down **Shift**.You also can store names with these numbers. When you press a One Touch dial location, the LCD displays the name or number as the call is dialed. (See *One Touch Dialing*, page 7-4.)

One Touch keys are not the dial pad keys. They are the 8 keys located to the right of the dial pad.

1. For the FAX, press **Function**, **6**, **1**.
   For the MFC, press **Function**, **1**, **6**, **1**.
2. Press the One Touch key where you want to store a number. (One Touch key **01** has been pre-programmed for Brother fax-back system (USA only). You can override it if you wish.) The LCD displays the location you selected. (See *Fax Settings and Activity*, page 9-1.)
3. Enter a number (up to 20 digits) and press **Set**. If you want to enter a pause in the dialing sequence (for example, to access an outside line), press **Redial/Pause** as you're entering digits. Pressing **Redial/Pause** enters a 3.5 second pause when the number is dialed, and a dash appears on the screen. (See *Changing One Touch and Speed Dial Numbers*, page 7-2.)

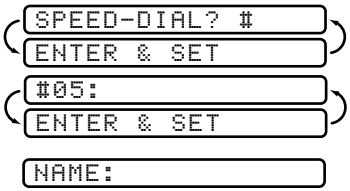
4. Use the dial pad to enter the name (up to 15 characters) and press **Set**. You can use the chart on page 4-2 to help you enter letters—**OR**—To store the number without a name, press **Set**.
5. Press ◄ or ► to select the type you want and press **Set**.
   FAX A fax only number
   TEL A telephone (voice) number
   FAX/TEL Both a fax and telephone (voice) number
6. Return to Step 2 to store another One-Touch number—**OR**—Press **Stop** to exit.
   When you dial an AUTO DIAL number, the screen displays the name you've stored, or, if you haven't stored a name, the number you've stored.

Note If you need to store a longer pause than 3.5 seconds, press **Redial/Pause** two or more times.

Storing Speed Dial Numbers

You can store Speed Dial numbers, so you can dial by pressing only four keys. There are 30 Speed Dial locations. (See *Speed Dialing*, page 7-5 and *Fax Settings and Activity*, page 9-1.)

1. For the FAX, press **Function**, **6**, **2**.
   For the MFC, press **Function**, **1**, **6**, **2**.
2. Use the dial pad to enter a two-digit location (01–30) and press **Set**.
3. Enter the number (up to 20 digits) and press **Set**.



4. Use the dial pad to enter the name or company (up to 15 characters) and press **Set**. You can use the chart on page 4-2 to help you enter letters—**OR**—Press **Set** to store the number without a name. (See *Entering Text*, page 4-2.)
5. Press ◄ or ► to select the type of number and press **Set**.
   FAX A fax number
   TEL A telephone (voice) number
   FAX/TEL Both a fax and telephone number
6. Return to Step 2 to store another Speed Dial number—**OR**—Press **Stop** to exit.

Changing One Touch and Speed Dial Numbers

If you try to store a One Touch or Speed Dial number in a location where a number is already stored, the LCD displays the current name stored there, then prompts you to either

1. CHANGE—OR—2. EXIT.

1. Press **1** to change the number stored, or press **2** to exit without making a change.
2. Enter a new number.

- If you want to erase the number, press **Stop** when the cursor is to the left of the digits. The letters above and to the right of the cursor will be deleted.
- If you want to change a digit, use ◄ or ► to position the cursor under the digit you want to change, then type over it.

3. Follow the directions from Step 3 in Storing One Touch Numbers or Step 4 in Storing Speed Dial Numbers.

Setting Up Groups for Broadcasting

Groups allow you to send the same fax message to many fax numbers by pressing only one One Touch key (Broadcasting) and **Start**. **First**, you'll need to store each fax number as a One Touch or Speed Dial number. **Then**, you can combine them into a Group. Each Group uses up a One Touch key. **Finally**, you can have up to six small Groups, or you can assign up to 45 (FAX 2600) or 37 (MFC 4600) numbers to one large Group.

You can include up to 15 (FAX 2600) or 7 (MFC 4600) One Touch locations, and up to 30 speed Dial locations. If you broadcast to more than the maximum locations available, you will be unable to set up transmissions using Dual Access and the Timer.

(See *Storing One Touch Dial Numbers*, page 7-1, *Storing Speed Dial Numbers*, page 7-2 and *Broadcasting*, page 7-6.)

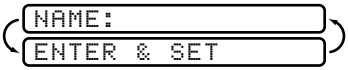
1. For the FAX, press **Function**, **6**, **3**.
   For the MFC, press **Function**, **1**, **6**, **3**.

2. Select a One Touch key where you wish to store the Group number. (For example, press One Touch key **02** for Group 1).

3. Use the dial pad to enter the Group number and press **Set**.
   (For example, press **1** for Group 1.)

4. To include One Touch or Speed Dial numbers in the Group, enter them as if you were dialing. For example, for One Touch key **05**, press One Touch key **05**. For Speed Dial location 09, press **Search/Speed Dial**, then press **0**, **9** on the dial pad. The display shows ✳ 05, #09.

5. Press **Set** to accept the numbers for this group.

6. Use the dial pad and the chart on page 4-2 to enter a name for the group and press **Set**.
   (For example, NEW CLIENTS.)

7. Press **Stop** to exit.

You can print a list of all One Touch and Speed Dial numbers. See *Printing Reports*, Chapter 9.

Dialing Options

You can use your FAX/MFC to make telephone and FAX calls by dialing manually, or by using Search, One Touch or Speed Dial memory.

When you dial an auto dial number, the screen displays the name you've stored, or, if you haven't stored a name, the fax number you've stored.

Manual Dialing

Manual dialing is simply pressing all of the digits of the phone number.

1. Pick up the handset—**OR**—Press **Hook**.
2. When you hear a dial tone, dial the call using the dial pad.
3. If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pick up the handset.)
4. To hang up, replace the handset.

One Touch Dialing

1. Pick up the handset—**OR**—Press **Hook**.
2. When you hear a dial tone, press the One Touch key of the location you want to call. (See *Storing One Touch Dial Numbers*, page 7-1.)
3. If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
4. To hang up, replace the handset.

If you try to use a One Touch location with no number stored in it, you will hear a warning sound, and the LCD will display NOT REGISTERED. The LCD returns to normal after 2 seconds.

If you are sending a fax, press **Start** after pressing the One Touch key. If you picked up the handset, press **Start** when receiving the fax machine answers with fax tones.

Speed Dialing

1. Pick up the handset—**OR**—Press **Hook**.
(See *Storing Speed Dial Numbers*, page 7-2.)
2. When you hear a dial tone, press **Search/Speed Dial**, press **#**, then press the two-digit Speed Dial location.
3. If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
4. To hang up, replace the handset.

Note If you are sending a fax, press **Start** after pressing the Speed Dial number. If you picked up the handset, press **Start** when the receiving fax machine answers with fax tones.

Dialing Access Codes and Credit Card Numbers

Sometimes you may want to choose from among several long distance carriers when you make a call. Rates may vary depending upon the time and destination. To take advantage of low rates, you can store the access codes or long-distance carriers as One Touch numbers. You can store these long dialing sequences by dividing them and setting them up on separate keys in any combination. You can even include manual dialing using the dial pad. The combined number will be dialed in the order you entered it, as soon as you press **Start**.
(See *Storing One Touch Dial Numbers*, page 7-1.)

You can store "555" on One Touch key **03** and "7000" on One Touch key **02**. If you press One Touch **03**, **02**, and **Start**, you can dial "555-7000". To temporarily change a number, you can substitute part of the number with manual dialing using the dial pad. For example, to change the number to 555-7001 you could press One Touch **03** and press **7**, **0**, **0**, **1** using the dialing pad.

Search

You can search for names you have stored in One Touch and Speed Dial memories. Names are stored alphabetically. (See *Storing One Touch Dial Numbers*, page 7-1 and *Storing Speed Dial Numbers*, page 7-2.)

1. Press **Search/Speed Dial**, then enter the first letter of the name you're looking for.
2. Press ◄ or ► to search the memory.
3. When the LCD displays the name you want to call, pick up the handset or press **Hook**.
4. Press **Start** to begin dialing.
5. If you pressed **Hook** to dial the call, pick up the handset when the other party answers. (The speaker works only one way; the other party won't be able to hear you unless you pickup the handset.)
6. When the call is over, hang up.

Broadcasting

Broadcasting is automatically sending the same fax message to multiple fax numbers. Using the **Broadcast** key, you can include up to 16 (FAX 2600), 8 (MFC 4600) One Touch locations, up to 30 Speed Dial locations, and up to 50 manually dialed numbers (maximum of 96 (FAX 2600) or 88 (MFC 4600) locations if you did not use up any locations for Groups, access codes or credit card numbers). However, available memory will vary with the types of jobs in memory and the number of locations used for broadcasting. If you broadcast to more than the maximum locations available, you will not be able to set up transmissions using dual access and the timer. (See *Setting Up Groups for Broadcasting*, page 7-3.)

Although the easiest way to broadcast is to press Group keys, you can include One Touch, Speed Dial, and manually dialed numbers in the same broadcast. You must press **Broadcast** between each of these locations. Use the Telephone Index to help you choose the numbers easily.

After the broadcast is completed, a Broadcast Report will be printed automatically to let you know the results.

Note To stop the broadcasting in progress, press **Stop**. The LCD asks if you want to cancel all locations or the location that is being sent.

- Enter the long dialing sequence numbers as you normally would, but keep in mind that each key counts as one location, so the number of locations you can call become limited.
- If the line is busy or for some other reasons a connection could not be made while broadcasting, the FAX/MFC will redial the number automatically.
- If the memory is full, press **Stop** to abort the job or press **Stop** to send the portion that is in the memory (if more than one page has been scanned).

1. Place the original face down in the ADF.
2. Enter a number using One Touch, Speed Dial, Group numbers, Search or the dial pad.
   Example: Group number
3. Press **Broadcast**. You will be prompted to press the next number.
4. Enter the next number.
   Example: Speed Dial
5. Press **Broadcast**.
6. Enter the next fax number.
   Example: Manual dialing, using the dial pad.
7. Press **Start**.

Your machine will read the original into memory and then start sending faxes to all the numbers you entered.

Pause

Press **Redial/Pause** to insert a 3.5 second pause between numbers. If you are dialing overseas, you can press **Redial/Pause** as many times as needed to increase the length of the pause.

Hold

1. Press **Hold** to put a call on Hold.
2. You can replace the handset without disconnecting the call.
3. Pick up the FAX/MFC handset to release the call from Hold. Picking up an extension handset will not release the call from Hold.

Tone/Pulse

If you have pulse dialing service, but need to send tone signals (for telephone banking, for example), follow the directions below. If you have touch tone service, you do not need this feature to send tone signals.

1. Lift the handset.
2. Press **#**. Digits dialed after this send tone signals.
3. When you hang up, the fax machine returns to pulse dialing service.

Redial

If the last number you dialed was busy, press **Redial/Pause** for easy re-dialing.

8 Remote Fax Options

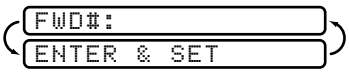
Fax Forwarding/Paging

You can **NOT** *use Paging and Fax Forwarding at the same time.*
You can **NOT** *use Paging and Fax Forwarding when "Fax Storage" is set to OFF.*

Programming a Fax Forwarding Number

When Fax Forwarding is set to ON, your FAX/MFC stores the received fax in memory, then dials the fax number you've programmed, and forwards the fax message.

1. For the FAX, press **Function**, **8**, **1**.
   For the MFC, press **Function**, **1**, **8**, **1**.
2. Press ◄ or ► until the screen displays **FAX FORWARD?** and press **Set**.

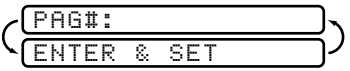


3. Enter the forwarding number (up to 20 digits) and press **Set**.
4. Press **Stop** to exit.

Programming Paging Number

When Paging is selected, your FAX/MFC dials the pager number you've programmed, and dials your Personal Identification Number (PIN) when connected, to activate your pager and let you know you have a fax message in the memory.

1. For the FAX, press **Function**, **8**, **1**.
   For the MFC, press **Function**, **1**, **8**, **1**.
2. Press ◄ or ► until the screen displays **PAGING?** and press **Set**.



3. Enter your paghone number (up to 20 digits) followed by **# #** and press **Set**. Do not include the area code if it is the same as that of your FAX/MFC.
   For example, **1 8 0 0 5 5 5 1 2 3 4 # #**.
4. If your pager requires a PIN, enter the PIN, press **#**, press **Redial/Pause**, enter your fax number, then press **# #** and press **Set**.
   For example, **1 2 3 4 5 # Redial/Pause 1 8 0 0 5 2 1 2 8 4 6 # #**.

   —OR—

   If you do not need a PIN, press **Redial/Pause**, enter the fax number, then press **# #** and press **Set**. *For example*, **Redial/Pause 1 8 0 0 5 2 1 2 8 4 6 # #**.
5. Press **Stop** to exit.

You cannot change a Paging number or PIN remotely.

Note

Press **Redial/Pause** for each 3.5 second delay, as needed.

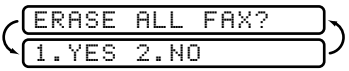
Setting Fax Storage

If you set Fax Storage to ON, you will be able to retrieve fax messages from another location, using Fax Forwarding, Paging, or Remote Retrieval functions. The screen will indicate when you have a fax stored in memory.
(See *Remote Retrieval*, page 8-3.)

1. For the FAX, press **Function**, **8**, **2**.
   For the MFC, press **Function**, **1**, **8**, **2**.

2. Press ◄ or ► to select ON (or OFF) and press **Set**.
3. Press **Stop** to exit.

If there are faxes in memory when you turn Fax Storage OFF, the screens prompts you to erase any faxes in memory.



If you press **1**, all fax data is erased and Fax Storage is turned off. If you press **2**, data is not erased, and Fax Storage remains on.
(See *Printing a Fax in Memory*, page 5-8.)

Changing Remote Retrieval Access Code

Enter your Remote Retrieval Access Code when the FAX/MFC picks up your call, so you can access features remotely. The access code is preset to 1 5 9 ✱, but you can change this. (See *Changing Remote Codes*, page 5-6.)

1. For the FAX, press **Function**, **8**, **3**.
   For the MFC, press **Function**, **1**, **8**, **3**.
2. Enter a three-digit number from 000 to 999 and press **Set**.
   (Do not use the same digits that appear in your Fax Receive Code or Telephone Answer Code.)
3. Press **Stop** to exit.

Remote Retrieval

You can call your FAX/MFC from any fax machine using touch tone and use a Remote Access Code and other button presses to retrieve fax messages. Cut out the Remote Retrieval Access Card on the last page of this manual and keep it in your wallet as an aid. (See *Changing Remote Retrieval Access Code*, page 8-3.)

Using Remote Retrieval Access Code

1. Dial your fax number from a fax machine using touch tone.
2. When your FAX/MFC answers and beeps, immediately enter your Remote Retrieval Access Code (1 5 9 ✱).
3. The FAX/MFC signals the kinds of messages received:
   1 long beep—Fax message(s)
   No long beeps—No messages
4. The FAX/MFC then prompts you with two short beeps to enter a command. If you wait longer than 30 seconds to enter a command, the FAX/MFC hangs up. If you enter an invalid command, theFAX/MFC beeps three times.
5. Press **9 0** to reset the FAX/MFC when you finish.
6. Hang up.

If your FAX/MFC is set to MANUAL mode, you can access your machine by waiting about 2 minutes, then entering the Remote Retrieval Access Code within 30 seconds.

Remote Commands

Follow the commands below to access features remotely. When you call the FAX/MFC and enter your Remote Retrieval Access Code (1 5 9 ✳), the system will signal you with two short beeps to enter a remote command.

Remote Commands		Operation Details
95 Changing Fax Forwarding / Paging setting		
	1 OFF	If you hear one long beep, the change is accepted. If you hear three short beeps, you cannot change it because the conditions have not been met (Example: registering paging number). You can register your fax forwarding number by using 4. FAX FWD NO (see p. 8-1). Once you have registered the number, the FAX/MFC will change automatically to FAXFWD:ON mode. Then retrieve a Memory Status List by entering 961 (see p. 8-5) to make sure that the Fax Forwarding number you registered is correct in the List.
	2 Fax Forwarding	
	3 Paging	
	4 FAX FWD No.	
	6 Fax Storage ON	
	7 Fax Storage OFF	You can set FAX STORAGE to ON or OFF.
96 Retrieve a fax		
	1 Memory Status List	Enter the number of a remote fax machine to receive the Memory Status List or stored fax message(s). (See p. 8-5)
	2 Retrieve all faxes	
	3 Erase fax from the memory	If you hear one long beep, you can erase fax message(s) from the memory.
97 Check the Receiving Status		
	1 FAX	You can check whether your FAX/MFC has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98 Change Receive Mode		
	1 TAD	If you hear one long beep, you can change the Receive Mode. If you hear three short beeps, you cannot change it.
	2 FAX/TEL	
	3 FAX	
90 Exit		After a long beep, you can exit remote access.

Retrieving Memory Status List

You can retrieve the Memory Status List from a remote fax machine to see if you have any fax messages.

1. Dial your fax number.
2. When you hear the beep, immediately enter your Remote Retrieval Access Code (**1 5 9** ✳).
3. When you hear two short beeps, use the dial pad to press **9 6 1**.
4. Using the dial pad, enter the number of the remote fax machine where you want the Memory Status List forwarded (up to 20 digits), and then press **# #**.

Note: You cannot use ✳ and **#** as dial numbers. However, if you want to store a pause, press **#**.

5. After you hear your FAX/MFC beep, hang up and wait.
Your FAX/MFC calls the remote fax machine. The remote fax machine prints the Memory Status List.

Retrieving Fax Messages

1. Dial your fax number.
2. When you hear the beep, immediately enter your Remote Retrieval Access Code (**1 5 9** ✳).
3. As soon as you hear two short beeps, use the dial pad to press **9 6 2**.
4. Using the dial pad, enter the number of the remote fax machine where you want your fax messages forwarded (up to 20 digits), then press **# #**.

Note: You cannot use ✳ and **#** as dial numbers. However, if you want to store a pause, press **#**.

5. After you hear your FAX/MFC beep, hang up and wait.
Your FAX/MFC calls the remote fax machine. The remote fax machine prints your fax messages.

Changing Fax Forwarding Number

You can change the default setting of your fax forwarding number from a remote fax machine.

1. Dial your fax number.
2. When you hear the beep, immediately enter your Remote Retrieval Access Code (**1 5 9** ✳).
3. When you hear two short beeps, enter **9 5 4**.
4. Enter the new number of the remote fax machine where you want your fax messages forwarded (up to 20 digits), then press **# #**.

Note: You cannot use ✳ and **#** as dial numbers. However, if you want to store a pause, press **#**.

5. To retrieve the Memory Status List, when you hear two short beeps, use the dial pad to press **9 6 1**.
6. Use the dial pad to enter the number of the remote fax machine (up to 20 digits), and then press **# #**.
7. After you hear your FAX/MFC beep, hang up and wait.Your FAX/MFC calls the remote fax machine. The remote fax machine prints the Memory Status List showing the new forwarding number.
8. Check the forwarding number.
   If the forwarding number is incorrect, return to Step 1 and reset it.

9 Printing Reports

Fax Settings and Activity

You can print the following lists and reports:

1.XMIT REPORT	Choose if you would like a Transmission Verification Report printed after every fax you send.
2.ACT.REPORT	Activity Report lists information about the last 50 incoming and outgoing faxes. TX means Transmit; RX means Receive.
3.AUTO DIAL	Lists names and numbers stored in One Touch and Speed Dial memory, in numerical order.
4.TEL.INDEX	AUTO DIAL LIST (above), alphabetically.
5.USER SETTINGS	Lists settings for INITIAL SETUP, SETUP RECEIVE, SETUP SEND, PRINT REPORTS, REMOTE FAX OPT, and TEL SERVICE.
6.MEMORY STATUS	Lists summary information and amount of occupied memory.

To Print a Report

1. For the FAX, press **Function**, **7**.
   For the MFC, press **Function**, **1**, **7**.
2. Enter the number of the report you want to print.
   For example, press **4** to print the Telephone Index List (see page 9-1).

For the Activity Report, also press ◄ or ► to select **PRINT REPORT?** and press **Set**.

3. Press **Start**.
4. Press **Stop** to exit.

Transmission Verification (Xmit) Report

You can use the Xmit Report as proof that you sent a fax. This report lists the time and date of transmission, and whether the transmission was successful.

Note When the feature is OFF, the report is printed automatically only if there's an error during transmission. If the report indicates NG, send the document again. If the report indicates you should check the readability of certain pages, resend those pages.

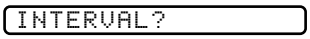
When the feature is ON, the report is printed with every fax you send.

1. For the FAX, press **Function**, **7**, **1**.
   For the MFC, press **Function**, **1**, **7**, **1**.
2. Press ◄ or ► to select ON or OFF and press **Set**.
3. Press **Stop** to exit.

Activity Report Interval

You can set the FAX/MFC to print activity reports at specific intervals (6, 12, 24 hours, 2, 4 or 7 days). If you set the interval to OFF, you can print the report by following the steps in the previous section.

1. For the FAX, press **Function**, **7**, **2**.
   For the MFC, press **Function**, **1**, **7**, **2**.
2. Press ◄ or ► to display **INTERVAL?** and press **Set**.

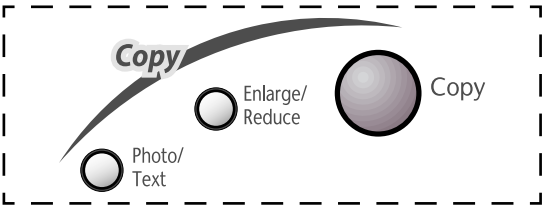
   

3. Press ◄ or ► to choose an interval and press **Set**.
   (If you choose 7 days, the screen prompts you to choose the day of the week that the 7-day countdown begins.
4. Enter the time to begin printing, in 24-hour format and press **Set**.
   (For example, enter 19:45 for 7:45 PM).
5. Press **Stop** to exit.

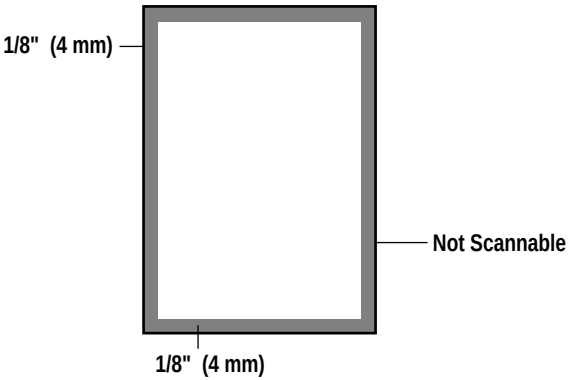
10 Making Copies

Using the FAX/MFC as a Copier

You can use your FAX/MFC as a copy machine, making up to 99 copies at a time. The FAX/MFC can stack the copies or collate (sort) them.



The scannable area of your FAX/MFC begins at approximately one-eighth inch (4 mm) from the edge of the paper.



Making a Single Copy

The default resolution for a single copy is AUTO, which you can use for originals containing both text and photographs. You can also select Text and Photo, as needed.

1. Place the original face down in the ADF.
2. Press **Copy**, then wait five seconds—**OR**—Press **Copy** again.

   Do NOT pull on the paper while copying is in progress.

Note To stop the copy process and release the original, press **Stop**.

Type of Original

You can select the Copy resolution for your type of original. The default setting is AUTO, which is used for originals that contain both text and photographs. TEXT is used for originals containing only text. PHOTO is used for copying photographs.

1. Place the original face down in the ADF.
2. Press **Photo/Text**.
3. Press ◄ or ► to choose the type of original and press **Copy**.

4. Using the dial pad, enter the number of copies.
5. Wait five seconds—**OR**—Press **Copy** again.

Making Multiple Copies

There are two ways to make multiple copies on your FAX/MFC. You can choose whether the copies will be STACKED (all copies of page 1, then all copies of page 2, etc.), or SORTED (collated). The default resolution for multiple copies is AUTO.

Sorting Multiple Copies

1. Place original face down in the ADF.
2. Press **Copy**.
3. Use the dial pad to enter the number of copies you want (up to 99).
4. Wait five seconds—**OR**—Press **Copy**.
5. Press ◄ or ► to select **STACK** or **SORT**.
6. Press **Copy**.

If you select **SORT**or **STACK** after pressing **Copy** and get a MEMORY FULL message while you are scanning the first page, press **Stop** to cancel the job and restart it to make a single copy. If you selected **SORT** and the memory full message appears while scanning subsequent pages, you can press **Copy** to copy the portion that is in memory, or press **Stop** to cancel. To restart the copy job using less memory, press **Copy** for stacked copies.

Enlarging and Reducing Copies

1. Place the original to be copied face down in the ADF.
2. Press **Enlarge/Reduce**.
3. Press ◄ or ► to select AUTO, 200%, 150%, 125%, 120%, 100%, 93%, 87%, 75%, or 50%.
4. Press **Copy**.
5. Use the dial pad to enter the number of copies you want (up to 99).
6. Press **Copy** again—**OR**—Wait five seconds.
7. Press ◄ or ► to select **STACK** or **SORT**.
8. Press **Copy**.

11 Troubleshooting and Routine Maintenance

Troubleshooting

Brother fax-back system

Brother Customer Service has installed an easy-to-use fax-back system, so you can get instant answers to common technical questions and product information for all Brother products. This system is available 24 hours a day, 7 days a week. You can use the system to send faxes to any fax machine, not just the one from which you are calling.

If you can't resolve a difficulty with your FAX/MFC using this manual, call our fax-back system, and follow the voice prompts to receive faxed instructions about using the system, and an index of fax-back subjects.

USA: 1-800-521-2846

From within Canada: 1-800-681-9838

The Brother fax-back system number (USA only) has been preprogrammed on One Touch key **1**.

Frequently Asked Questions (FAQs)

You can find more information about Brother products on the World Wide Web. From product specification sheets to Frequently Asked Questions (FAQs), it is all there. Visit us at:

http://www.brother.com

Brother Bulletin Board

Brother's Bulletin Board Numbers are

USA: 1-888-298-3616

From within Canada: 1-514-685-2040

Error Messages

You may occasionally encounter a difficulty with your FAX/MFC or telephone line. If this happens, your FAX/MFC often identifies the problem and displays an error message. The list below explains the most common error messages. You can correct most problems yourself.
If you need additional help, call the Brother Fax-Back System at

USA: 1-800-521-2846

From within Canada: 1-800-681-9838

ERROR MESSAGE	CAUSE	ACTION
CHANGE DRUM SOON	The drum unit is near the end of its life.	Use the drum unit until you have a print quality problem, then replace the drum unit with a new one.
CHECK PAPER PRESS START KEY	The FAX/MFC is out of paper or paper is not properly loaded in the multi-purpose sheet feeder.	Refill the paper or remove the paper and load it again and then press **Start**.
CHECK PAPER SIZE	Your Paper Size setting may not be set correctly for the paper you are using (see page 5-5).	When you see this error, the reduction ratio automatically will be changed to Auto if you used a fixed reduction ratio (see page 5-4 to 5-5).
COMM. ERROR	A poor quality phone line caused communications error.	Try the call again.
CONNECTION FAIL	You tried to poll a fax machine that is not in Polled Waiting mode.	Verify the other party's polling setup.
COOLING DOWN PLEASE WAIT	The temperature of the drum unit or toner cartridge is too hot. The FAX/MFC will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the display on the FAX/MFC shows COOLING DOWN and PLEASE WAIT.	You must wait and allow the FAX/MFC to resume printing when it is ready.

ERROR MESSAGE	CAUSE	ACTION
COVER OPEN	The top cover was not completely closed.	Open, then close each cover.
DISCONNECTED	The other party or other party's FAX/MFC terminated the call.	Try to fax or receive again or call the other party to see what happened.
DOCUMENT JAM	Documents were not inserted or fed properly or document was too long.	Do not pull paper out until you see page 11-6.
DOWNLOAD FULL (May occur when the MFC is used as a printer.) (For MFC 4600 Only)	The download buffer is full.	Unplug the MFC and plug it back in. Data remaining in the memory of the MFC will be deleted.
MACHINE ERROR XX	The FAX/MFC has a mechanical problem.	Turn off the power. Then call Brother Customer Service: **USA:** 1-800-284-4329 **From within Canada:** 1-800-853-6660 **From within Montreal:** 1-514-685-6464
MEMORY FULL (May occur when the MFC is used as a printer.)	Machine memory capacity has been exceeded.	Unplug the MFC and plug it back in. Data remaining in the memory of the MFC will be deleted. • If you have installed the Windows® driver, try again after setting the True Type mode to "Print as Graphics" in the PRINT menu of your application software. • Reduce the print resolution or reduce the complexity of your document.
NO RESPONSE/ BUSY	The number you called does not answer or is busy. Or, you may have reached a number that is not connected to a fax machine.	Check the number and try again.

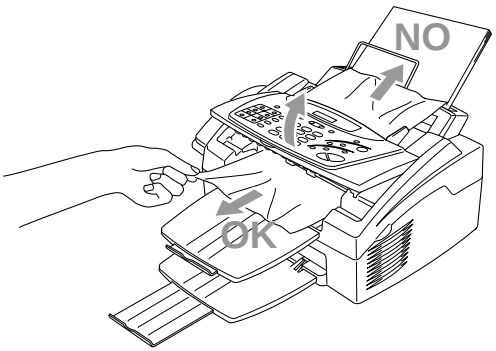
ERROR MESSAGE	CAUSE	ACTION
NOT REGISTERED	You tried to access a One Touch or Speed Dial number that is not programmed.	Set up the One Touch or Speed Dial number. See page 7-1 to 7-2.
PLS OPEN COVER	A page, piece of paper or paper clip, etc. may be jammed inside the FAX/MFC.	Open the top cover. If you see any jammed paper or other item, gently pull it out, then close the scanner unit. If the error message remains, open and close the top cover again. If the FAX/MFC cannot reset itself and return to the date and time prompt, it will display MACHINE ERROR XX. Please call Brother Customer Service and tell them the Machine Error number, at: **USA:** 1-800-284-4329 **From within Canada:** 1-800-853-6660 **From within Montreal:** 1-514-685-6464
PRINT OVERRUN (May occur when the MFC is used as a printer.) (For MFC 4600 Only)	The available Ram has been exceeded.	Unplug the MFC and plug it back in. Data remaining in the memory of the MFC will be deleted. • If you have installed the Windows® printer driver, try again after setting the TrueType mode to “Print as Graphics” in the PRINT menu of your application software. • If this does not clear the error, reduce the complexity of your document or reduce the print resolution.
PRINTER JAM	The paper is jammed in the FAX/MFC.	Do not pull the paper out until you see page 11-6 to 11-7.

ERROR MESSAGE	CAUSE	ACTION
SET CARTRIDGE	Toner cartridge is not installed.	Reinstall the toner cartridge.
TONER EMPTY	Toner is used up and printing is not possible.	Replace the toner cartridge with a new one. (See page 11-20 to 11-23)
TONER LOW	If the display shows TONER LOW, you can still print. But the toner is depleted and the fax machine is telling you that the toner will soon run out.	Order a new toner cartridge now.

Document Jam

The documents were not inserted or fed properly, or were too long.

1. Open the control panel.
2. Carefully, pull the document toward the front of the FAX/MFC.
3. Close the control panel.
4. Press **Stop**.



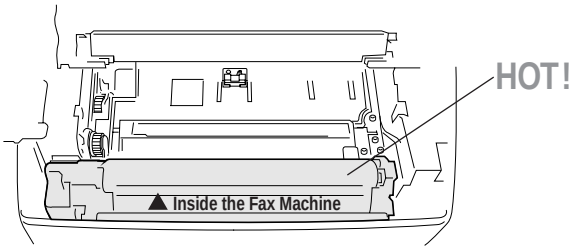
Printer Jam

Before you can clear a paper jam error, you must find out where the paper is stuck. Review the following two types of printer jams and follow the instructions.

WARNING

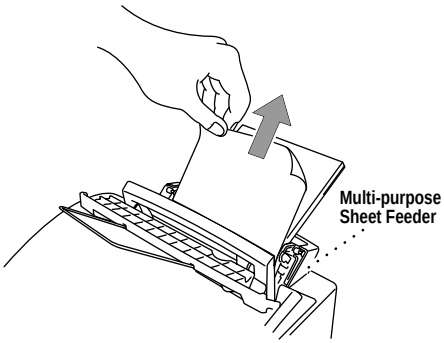
Do not force the jammed paper from the paper tray because you may damage the FAX/MFC and cause toner to scatter on the next printed pages.

After you have used the FAX/MFC, some internal parts of the machine are extremely **HOT!** When you open the top cover of the FAX/MFC, never touch the shaded parts shown in the following diagram.



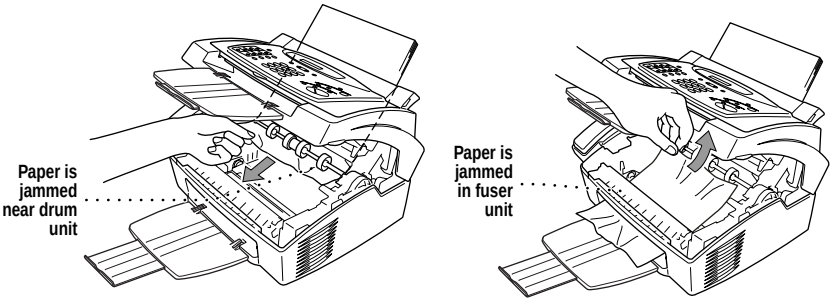
Paper is Jammed in the Multi-purpose Sheet Feeder

1. Open the multi-purpose sheet feeder to pull the jammed paper upward out of the feeder.
2. Close the multi-purpose sheet feeder.
3. Open the top cover and check that a torn piece of paper does not remain inside the fax machine.



Paper is Jammed near the Drum Unit or in the Fuser Unit

1. Open the top cover.
2. Remove the drum unit.
3. Gently pull out the jammed paper.
4. Reinstall the drum unit.
5. Close the top cover.



If You Are Having Difficulty with Your FAX/MFC

If you think there is a problem with your FAX/MFC, *make a copy first.* If the copy looks good, the problem is probably not your FAX/MFC. Check the table below and follow the troubleshooting tips.

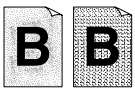
DIFFICULTY	SUGGESTIONS
Printing and Receiving Faxes	
Condensed print and horizontal streaks; top and bottom of sentences are cut off.	If your copy looks good, you probably had a bad connection, with static or interference on the phone line. If the copy looks bad, clean the scanner area. If there is still a problem, call Brother Customer Service at: 1-800-284-4329 (**USA**) or 1-800-853-6660 (**from within Canada**) or 1-514-685-6464 (**from within Montreal**).
Vertical streaks; black lines appear on the faxes you receive.	Sometimes you may see vertical streaks/black lines on the faxes you receive. Either your FAX/MFC's primary corona wire for printing may be dirty, or the sending party's fax scanner may be dirty. Clean your primary corona wire (see page 11-19), or ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine. If the problem continues, call Brother Customer Service at: 1-800-284-4329 (**USA**) or 1-800-853-6660 (**from within Canada**) or 1-514-685-6464 (**from within Montreal**).
The FAX/MFC "hears" voice as CNG tone.	If your FAX/MFC is set to Easy Receive ON, and it answers voice calls by trying to receive a fax, try turning Easy Receive to OFF.
Horizontal streaks; lines are missing.	You may get a fax with horizontal streaks or with missing lines. Usually this is caused by a poor telephone connection. Ask the other party to send the fax again.
Received faxes appear as split or blank pages.	If the received data is divided and printed on 2 pages or if you get an additional blank page, your Paper Size setting may not be correct for the paper you are using (see page 5-5). If you are using the fixed reduction feature, check to see if the reduction ratio is suitable for the real paper. (See page 5-4 to 5-5)

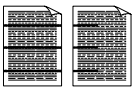
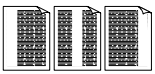
DIFFICULTY	SUGGESTIONS
Phone Line or Connections	
Dialing does not work.	Check for a dial tone. Change TONE/PULSE setting (See *Setting Tone/Pulse Dialing (For Canada Only)*, page 4-2). Check all line cord connections, and make sure the curled handset cord is not in the **EXT** jack. Check power cord connection. Send a manual fax by pressing **Hook**—**OR**—by lifting the handset, and dialing the number. Wait to hear the fax receiving tones before pressing **Start**.
The FAX/MFC does not answer when called.	Make sure the FAX/MFC is in the correct receiving mode for your setup (either FAX, FAX/TEL or TAD). Check for dial tone. If possible, call your FAX/MFC to hear it answer. If there is still no answer, check the telephone line cord connection. Connect a standard telephone handset to the FAX/MFC telephone jack. If there is no ringing when you call your FAX/MFC, call your Telephone Company to check the line.
There is no dial tone on the handset.	Press **Hook**—**OR**—Lift the handset. If you hear no dial tone, check telephone line cord connections at the FAX/MFC and wall jack. Check that the handset curled cord is connected to the FAX/MFC's handset jack. Test the jack with another single line telephone. If no dial tone on the wall outlet, call your Telephone Company.
Sending Faxes	
Transmitting quality is poor.	Try changing your resolution to FINE or SUPERFINE (See *Resolution*, page 6-7). Make a copy to verify the FAX/MFC's scanner operation.
Transmission verification report prints "Results:NG".	There is probably temporary noise or static on the phone line. Try sending the fax again. If the problem continues, call the Telephone Company to check your phone line.
The receiving party says the picture is not clear.	Sometimes the resolution mode you chose when you sent your fax may not have been appropriate. Send the fax again, but try using the FINE or SUPERFINE mode. Also, your FAX/MFC's scanner may be dirty, so try cleaning it. (See page 11-17)
The receiving party says vertical streaks appear on the faxes they receive.	Your FAX/MFC's scanner may be dirty or the receiving party's print head may be dirty. Clean your scanner (see page 11-17) and make a copy to check if the problem was caused by your machine.

DIFFICULTY	SUGGESTIONS
Handling Incoming Calls	
Double ring in FAX/ TEL mode.	The FAX/MFC knows the incoming call is not a fax, so it is signaling you to answer the telephone call. Pick up the FAX/MFC handset or answer from an extension phone and press your FAX/MFC's Telephone Answer Code (default setting is #51).
I have difficulty transferring a fax call to the FAX/MFC.	If you answered at the FAX/MFC, press **Start** and hang up immediately. If you answered at an extension phone, press your FAX/MFC's Remote Activation Code (default setting is ✳51). When your FAX/MFC answers, hang up.
The Caller ID does not display after the Call Waiting Signal.	The Caller ID signal is sent ten seconds after the Call Waiting Signal and speaking may interfer with it. When you hear the Caller Waiting signal, ask the other party to hold while you catch the other call. Then stop speaking until you see the Caller ID on the LCD.
I have difficulty with custom features on a single line.	If you have Call Waiting, Caller ID, Call Waiting/ Caller ID, Ring Master, Voice Mail, an answering machine, alarm system or any other custom feature on a single phone line with your FAX/MFC, it may create a problem sending or receiving fax data. Example #1: If you are having a telephone conversation and a fax communication signal comes through on your Call Waiting Call ID feature, you can verify that the second call is a fax by switching to it. You have the option to receive the fax call, by asking the first caller to hang up to clear the line. Example #2: If you are sending or receiving a fax message while a Call Waiting Caller ID (or other custom feature) signal comes through on the line, the signal can temporarily interrupt or disrupt the fax data. (Brother's ECM feature should help overcome this problem.) This condition is related to the telephone system industry, and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.

DIFFICULTY	SUGGESTIONS
General Printing Difficulties	
The FAX/MFC does not print.	Check the following: • The FAX/MFC is plugged in. • The toner cartridge and drum unit are installed properly. • The interface cable is securely connected between the MFC and computer. • Check to see if LCD is showing an error message. (See page 11-2 to 11-5)
The MFC prints unexpectedely or it prints garbage. (For MFC 4600 Only)	Reset the MFC. Check the primary settings in your application software to make sure it is set up to work with your MFC.
The MFC cannot print full pages of a document; the error message PRINT OVERRUN occurs. (For MFC 4600 only)	The MFC received a very complex print job and could not process part of the page. This may be solved in several ways. If you are using Windows® 3.1x, Windows® 95 or Windows NT® Workstation Version 4.0 with the supplied printer driver, see the "Windows® Setup Printing Problems" section. Try to reduce the complexity of your document or reduce print resolution.
The MFC prints the first couple of pages correctly, then some pages have text missing. (For MFC 4600 only)	Your computer is not recognizing the printer's input buffer full signal. Please make sure to connect the printer cable correctly.
The MFC cannot print full pages of a document; A MEMORY FULL error message occurs. (For MFC 4600 only)	•Reduce the printer resolution. Reduce the complexity of your document and try again. Reduce the graphic quality or the number of font sizes within your application software.
My headers or footers appear when I view my document on the screen, but do not appear when I print them. (For MFC 4600 only)	Most laser printers have a restricted area that will not accept print. Usually these are the first two lines and last two lines, leaves 62 printable lines. Adjust the top and bottom margins in your document to allow for this.

DIFFICULTY	SUGGESTIONS
Windows® Setup Printing Difficulties	
I cannot print from my application software. (For MFC 4600 only)	Make sure the Windows® printer driver is installed and you select it in your application software.
Sometimes I get the error message PRINT OVERRUN when printing certain documents from Windows®. (For MFC 4600 only)	If you are using the supplied Windows® driver, turn the error recover operation on in the Setup dialog box and try again. Reduce the print resolution or reduce the complexity of your document and try again. Expand the printer memory by installing one of the optional memory boards.
Paper Handling Difficulties	
The FAX/MFC does not load paper. The LCD shows CHECK PAPER or PRINTER JAM.	Check to see if the CHECK PAPER or PRINTER JAM message appears on the LCD. If so, the multi-purpose sheet feeder may be out of paper or not properly installed. If it is empty, load a new stack of paper into the feeder and then press **Start**. If there is paper in the multi-purpose sheet feeder, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the multi-purpose sheet feeder. Reduce the amount of paper in the multi-purpose sheet feeder, then try again.
The FAX/MFC does not load paper from the manual feed slot.	Reinsert the paper firmly, one sheet at a time.
How can I load envelopes? (For MFC 4600 only)	You can load envelopes from either the multi-purpose sheet feeder or the manual feed slot. Your application software must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your software. Refer to your application manual.
What paper can I use? (For MFC 4600 only)	You can use plain paper, envelopes, transparencies, labels and organizer paper. For information on paper you can use, see *Acceptable Paper* on page 2-7.
How can I clear paper jams?	See *Printer Jam* on page 11-6 to 11-7.

DIFFICULTY	SUGGESTIONS
Copy Quality Difficulties	
Vertical streaks appear in copies.	Sometimes you may see vertical streaks on your copies. Either the scanner or the primary corona wire for printing is dirty. Clean them both. (See page 11-17 to 11-19)
Print Quality Difficulties	
Printouts are too dark or too light.	Adjust the print conditions by setting the Print Density light function. It has been factory set to the middle position. (See *Setting the Print Density*, page 5-5.)
Printed pages contain white stripes. **White Stripes or Faint lmages**	You may fix this by wiping the scanner windows with a clean soft cloth. (See *Cleaning the Document Scanner*, page 11-17 and *Replacing the Drum Unit*, page 11-24.) If you still see white stripes or faint images and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Printed pages are stained with toner or have vertical stripes. **Dark Stripes or Toner Stains**	Clean the FAX/MFC's interior and the primary corona wire of the toner cartridge. (See *Routine Maintenance*, page 11-17 and *Cleaning the Drum Unit*, page 11-19.) Make sure that the tab of the corona wire is at the home position. If after cleaning, you still see dark stripes or toner stains and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Printed pages have white in black text and graphic areas. **White Spots**	Make sure that you use paper that meets the specifications. spots Rough surface or thick media can cause the problem. If you still see white spots and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Toner scatters and stains the printed page.  **Scattering Toner**	Adjust the print conditions by setting the Print Density function. Remove the drum unit and clean the FAX/MFC's interior (See *Routine Maintenance*, page 11-17, *Cleaning the Printer*, page 11-18 and *Cleaning the Drum Unit*, page 11-19.). Make sure that you use paper that meets specifications. See page 2-7. If you still have scattered toner and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.

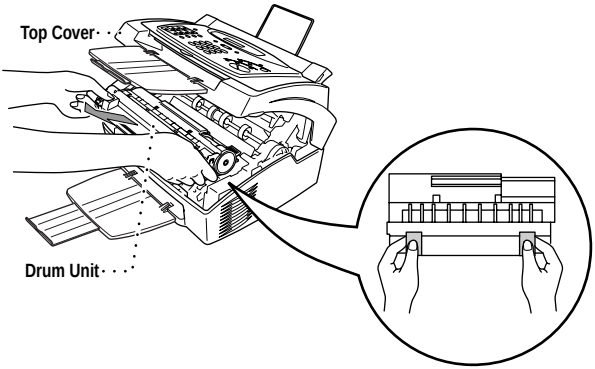
DIFFICULTY	SUGGESTIONS
Print Quality Difficulties (CONTINUED)	
The whole page is printed black. **Black Page**	Wipe the electric terminals referring to page 11-18. Also, do not use heat-sensitive paper as it will cause this problem. After cleaning, if the printed pages are still black and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Nothing is printed on the page. **White page**	Make sure that the toner cartridge is not empty. Wipe the electric terminals. (See*Routine Maintenance*, page 11-17, *Cleaning the Printer*, page 11-18 and *Cleaning the Drum Unit*, page 11-19.) Make sure that a torn piece of paper does not remain on the scanner window.
Printed pages are marked at regular intervals.  **Example of Regular Marking**	Markings may disappear by themselves. Try copying multiple pages to clear this problem. Markings may occur if the FAX/MFC has not been used for a long time. A possible cause is that the surface of the drum is scratched. You must then replace the drum unit with a new one. If the markings do not disappear, it may be that the drum was marked or damaged by excessive exposure to light. In this case, replace the drum unit with a new one.
Printed pages are blurred at the center or at either edge.  **Blurred Page**	Certain environmental conditions such as humidity, high temperatures, etc. may cause this condition to occur. Make sure the FAX/MFC is placed on a flat, horizontal surface. Remove the drum unit with the toner cartridge installed. Try rocking them from side to side. You may clear a blurred page by wiping the scanner windows with a clean soft cloth. (See *Routine Maintenance*, page 11-17, *Cleaning the Printer*, page 11-18 and *Cleaning the Drum Unit*, page 11-19.) If a blurred page occurs after cleaning and the display shows CHANGE DRUM SOON, replace the drum unit with a new one.
Ghost images appear on the printed page. **Ghost Images**	Adjust the print conditions by setting the Print Density function, page 5-5. Make sure that you use paper that meets the specifications. Rough surfaces or thick media can cause a ghost image.

Note The drum unit is a consumable item and it is necessary to replace it periodically.

Packing and Shipping the FAX/MFC

Whenever you transport the FAX/MFC, use the packing materials that came with your machine. Also, follow the steps below to pack the FAX/MFC or it may be damaged, which will void the FAX/MFC's warranty.

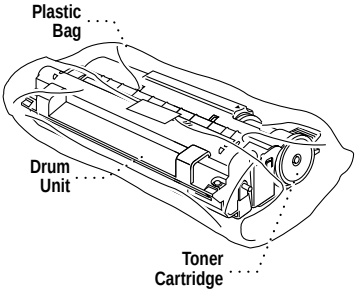
1. Remove the line cord and unplug the FAX/MFC from the AC outlet.
2. Open the top cover.
3. Hold the drum unit assembly by its handles and remove it.



Caution

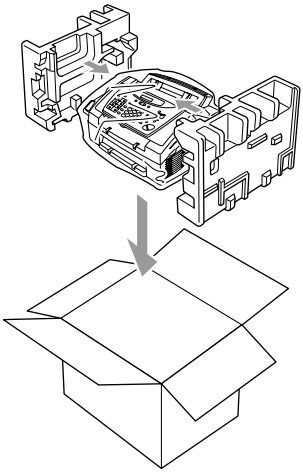
Remove the drum unit and toner cartridge assembly. Leave the toner cartridge installed in the drum unit.

4. Place the drum unit and toner cartridge assembly into the plastic bag and seal the bag completely.

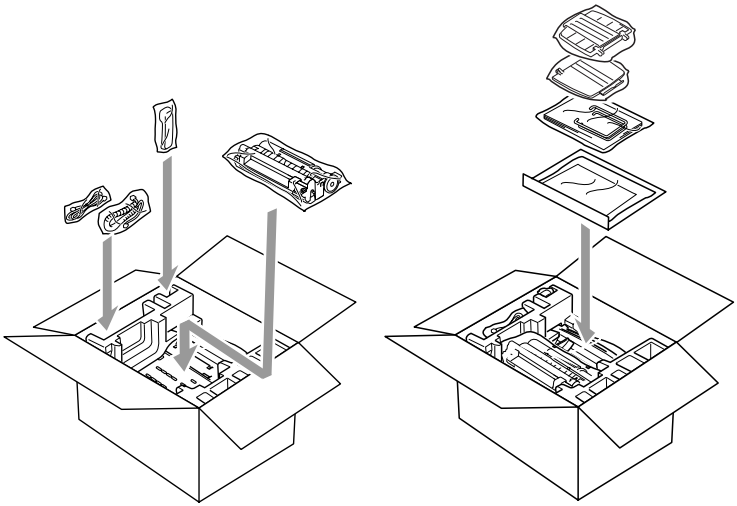


5. Close the top cover. Remove the wire extension, document tray, dust cover, paper tray and handset and pack them.

6 Wrap the FAX/MFC in the plastic bag and place it in the original carton with the original packing material.



7 Pack the drum unit, toner cartridge assembly and printed materials into the original carton as shown below:



Note If you are returning the FAX/MFC to Brother as part of the Swap Program, Pack *only* the FAX/MFC.
Keep all separate parts to use with your “Swap” machine.

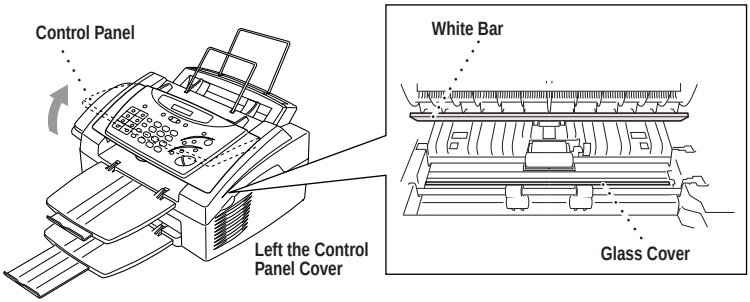
8 Close the carton and tape it shut.

Routine Maintenance

You can keep your FAX/MFC in optimum condition by cleaning it on a regular basis. It is a good idea to clean the drum unit during this routine. Avoid using thinners or other organic solvents to clean the FAX/MFC and do not use water.

Cleaning the Document Scanner

1. Unplug the telephone line and then the power cord.
   When you reconnect these lines later, make sure to connect the power cord first, then the telephone line.
2. Open the Control Panel cover.
3. Wipe dirt off the FAX/MFC using a slightly damp clean cloth.
4. Clean the white bar and the glass cover.
   Moisten a small piece of clean soft, lint-free cloth with isopropyl alcohol and carefully remove dirt from the glass cover and the white bar of the scanner.

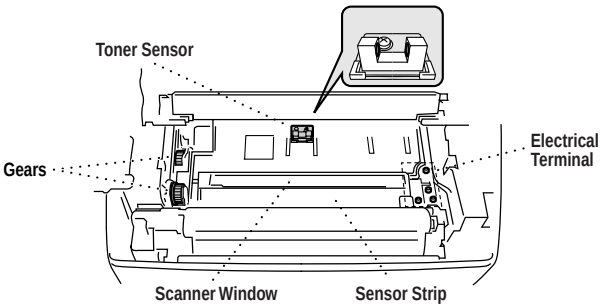


Cleaning the Printer

Caution

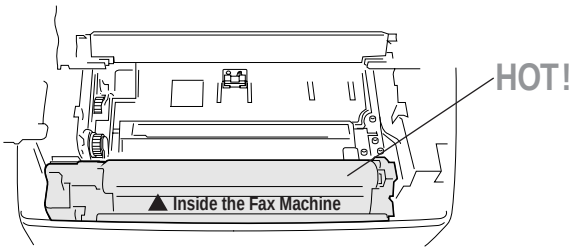
- Do not use isopropyl alcohol to remove dirt from the control panel. It may cause a crack on the panel.
- Do not use isopropyl alcohol to clean the scanner window or the toner sensor.
- Do not touch the scanner window with your finger.
- Handle the drum unit carefully as it contains toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

1. Open the top cover.
2. Remove the drum unit assembly.



WARNING

Just after you have used the FAX/MFC, some internal parts of the machine are extremely **HOT!** When you open the top cover of the FAX/MFC, never touch the shaded parts as shown in the diagram below.

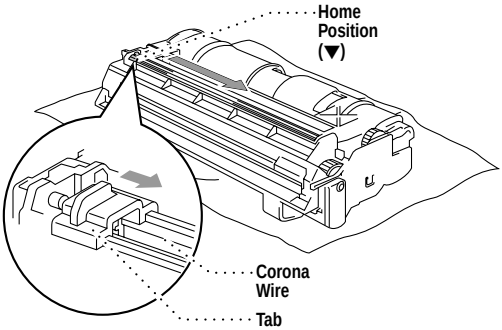


3. Wipe the electric terminals with isopropyl alcohol on a cotton swab.
4. Wipe the gears with a clean dry cloth.
5. Gently wipe the scanner window and the toner sensor with a clean soft dry cloth. Do NOT use isoproply alcohol to clean the scanner window or the toner sensor.

Cleaning the Drum Unit

We recommend you place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering toner.

1. Carefully turn the drum unit upside down.
2. Clean the primary corona wire inside the drum unit by gently sliding the tab from right to left several times.
3. Return the tab to the home position (▼) before reinstalling the drum unit.



Caution

If you do not position the tab at the home position, printed pages may have vertical stripes.

4. Re-install the drum unit into the FAX/MFC. (See *Replacing the Drum Unit*, page 11-24.)
5. Close the top cover.
6. Plug in the power cord.

Replacing the Toner Cartridge

The FAX/MFC can print approximately 2,200 pages with one toner cartridge. When the toner cartridge is running low, the display shows TONER LOW. The FAX/MFC is supplied with a starter toner cartridge that must be replaced after 1,000 pages. Actual page count will vary depending on your average document type (i.e. standard letter, detailed graphics).

It is a good idea to keep a new toner cartridge ready for use when you see the TONER LOW warning.

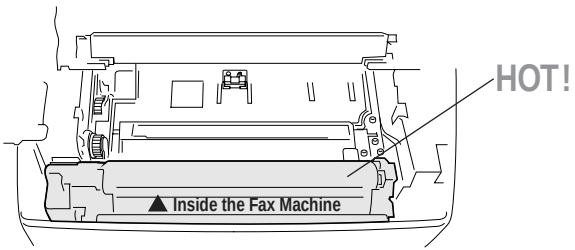
Discard the used toner cartridge according to local regulations. If you are not sure of them, consult Brother Customer Service. Be sure to seal the toner cartridge tightly so toner powder does not spill out of the cartridge. When discarding used toner cartridges, keep them separate from domestic garbage.

Note We recommend that you clean the FAX/MFC when you replace the toner cartridge.

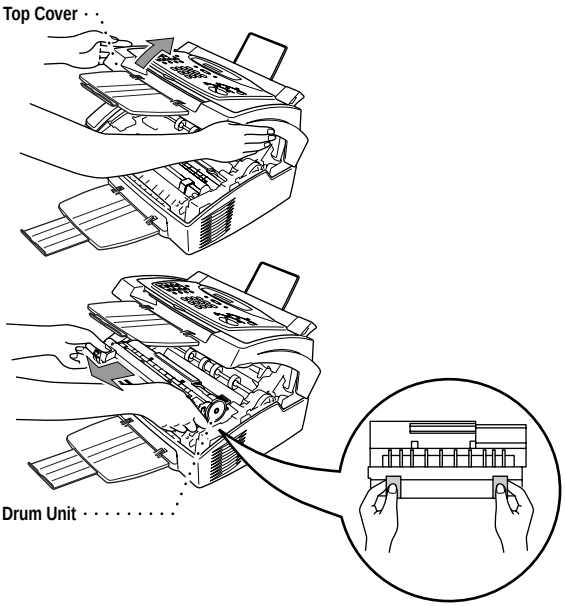
How to Replace the Toner Cartridge

WARNING

Just after you have used the FAX/MFC, some internal parts of the FAX/MFC will be extremely **HOT!** So, never touch the shaded parts shown in the illustration.

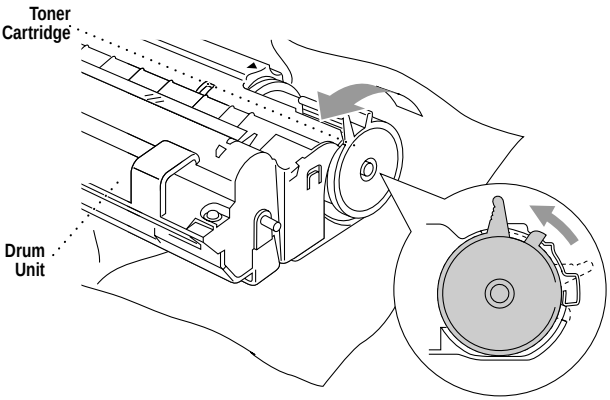


1 Open the top cover. Make sure the top cover is completely open. To remove the drum unit, hold each side of the drum by its handles and gently lift the drum forward toward you.



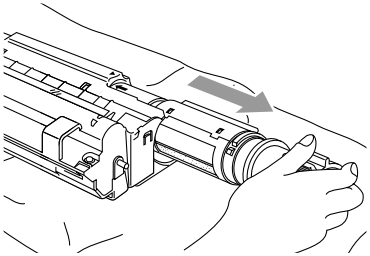
Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

2 Gently turn the lever on the toner cartridge forward until it stops. The toner cartridge cannot be removed unless the shutter is completely closed, by turning the lever fully to the front.

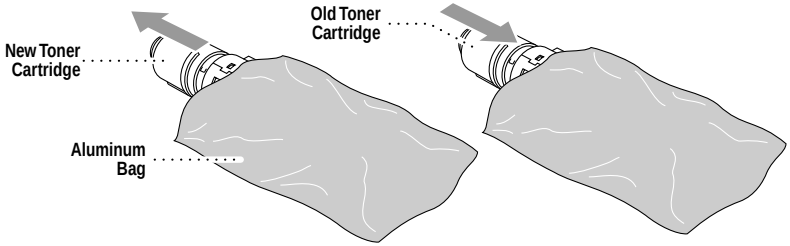


3 Remove the old toner cartridge from the drum unit by gently pulling it out.

Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe it off or wash it with cold water.

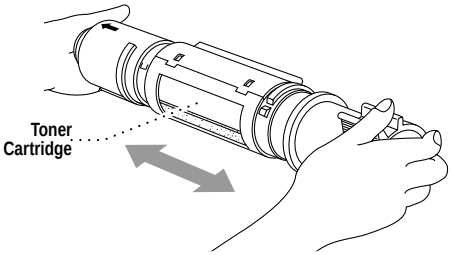


4 Unpack the new toner cartridge. Place the used toner cartridge into the aluminum bag and discard it according to local regulations.



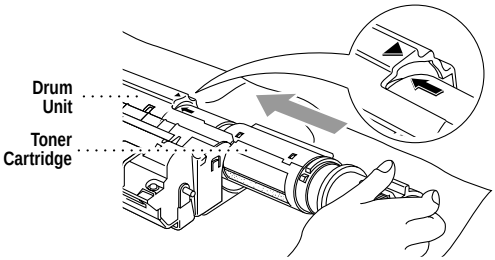
Caution

- Wait to unpack the toner cartridge until immediately before you install it into the fax machine. If a toner cartridge is left unpacked for a long period of time, the toner life is shortened.
- You can use only a genuine Brother toner cartridge (TN-5000PF series), which is specially formulated to ensure top print quality. Using another brand of toner cartridge may void your fax machine's warranty.

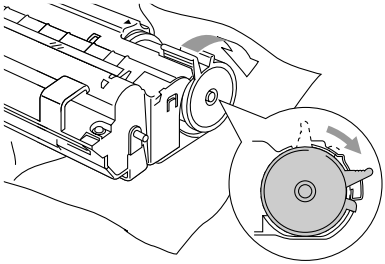


5 Gently rock the toner cartidge from side to side five or six times.

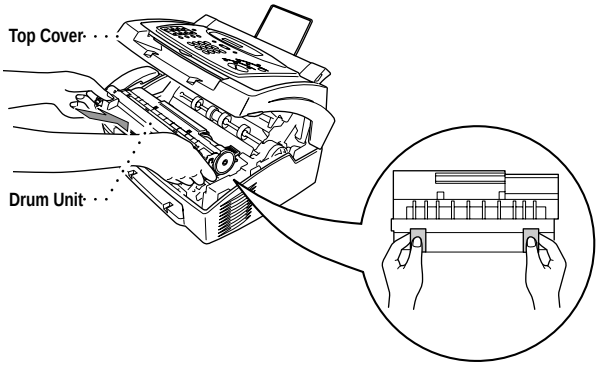
6 Slide the new toner cartridge into the opening on the right side of the drum unit. To ensure that the toner cartridge and the drum unit fit together correctly, make sure that the toner cartridge guide arrow is exactly aligned with the guide arrow on the drum unit.



7 Gently turn the lever on the toner cartridge backward until it stops.



8 Reinstall the drum unit into the fax machine and close the top cover.



Replacing the Drum Unit

The FAX/MFC uses a drum unit to create the print images on paper. If the screen displays CHANGE DRUM SOON, the drum unit is nearly at the end of its life. Purchase a new drum unit to replace the current one.

Even if the display shows CHANGE DRUM SOON, you may be able to continue to print without replacing the drum unit for a while. However, if there is a noticeable deterioration in the output print quality even before CHANGE DRUM SOON is shown, then the drum unit should be replaced. ou should clean the FAX/MFC when you replace the drum unit.

Caution

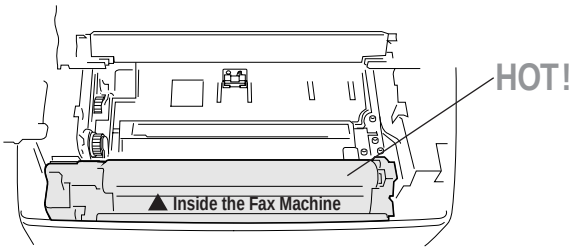
When removing the drum unit, handle carefully because it contains toner. When you replace the drum unit, you should clean the FAX/MFC. (See *Cleaning the Drum Unit*, page 11-19.)

The drum unit is a consumable, and it is necessary to replace it periodically. There are many factors that determine the actual drum life, such as temperature, humidity, type of paper and toner that you use and the number of pages per print job, etc. The drum life is estimated at approximately 20,000 pages at 20 pages per job and 8,000 pages at 1 page per job. The actual number of pages your drum will print may be significantly less than these estimates. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.

For best performance, use only genuine Brother toner, and the product should be used only in a clean, dust-free environment with adequate ventilation.

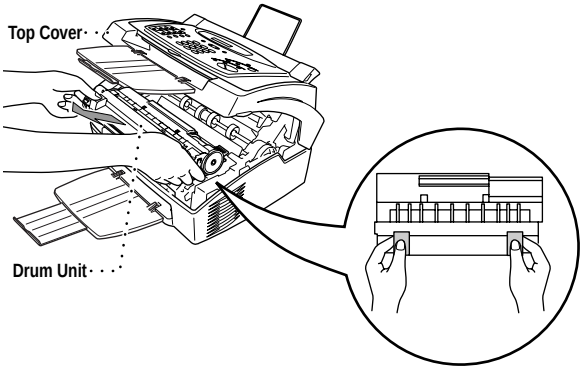
WARNING

Just after you have used the FAX/MFC, some internal parts of the machine are extremely **HOT!** So please be careful.

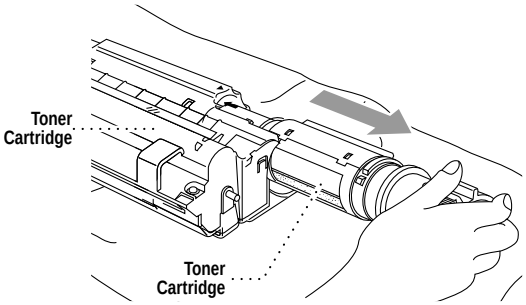


Follow these steps to replace the drum unit:

1. Open the top cover.
2. Remove the old drum unit. Place the drum unit on a drop cloth or large piece of disposable paper to avoid spilling and scattering the toner.

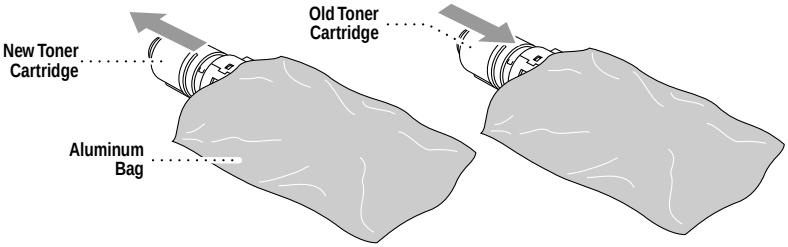


3. Remove the toner cartridge from the drum unit and keep it in a safe place. For more information, see *Replacing the Toner Cartridge*, page 11-20.

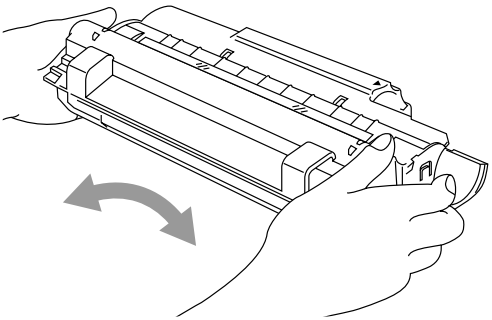


Note Discard the used drum unit according to local regulations. If you are not sure of them, call your local Sanitation Department. Be sure to seal the drum unit tightly so toner powder does not spill out of the unit. When discarding used drum units, keep them separate from domestic garbarage.

4 Wait to unpack the new drum unit until immediately before installing it. Place the old drum unit into the aluminum bag and discard it according to local regulations.

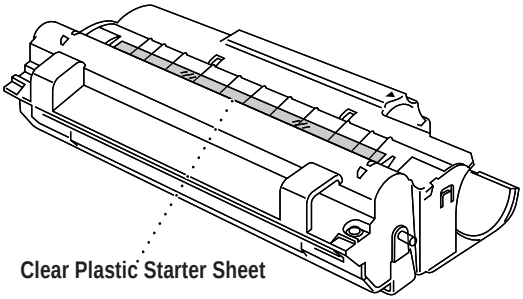


5 Gently rock the new drum from side to side five or six times.



Caution

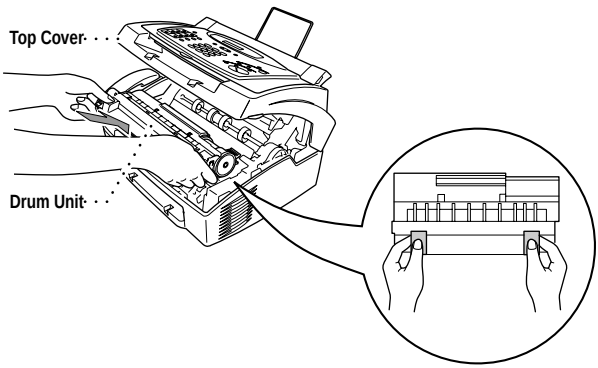
Do NOT remove the clear plastic starter sheet!



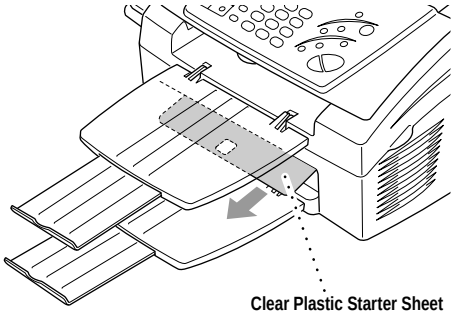
- Wait to unpack the drum unit immediately before installing it into the fax machine. If an unpacked drum unit is subjected to excessive direct sunlight or room light, the unit may be damaged.
- Handle the toner cartridge and the drum unit carefully because they contain toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash with cold water.

6 Reinstall the toner cartridge into the new drum unit. For more information, see *Replacing the Toner Cartridge*, page 11-20.

7 Holding the new drum unit by its handles, install it. Close the top cover.



8 The FAX/MFC will eject the clear plastic starter sheet automatically.



Caution

- Do not touch the scanner window with your finger.
- Handle the toner cartridge and drum unit carefully because they contain toner. If toner scatters and your hands or clothes get dirty, immediately wipe or wash it off with cold water.

For Customer Service

USA:	1-800-284-4329(voice)
	1-908-575-8790(fax)
From within Canada:	1-800-853-6660(voice)
	1-514-685-4898(fax)
From within Montreal:	1-514-685-6464(voice)

12 Important Information

Standard Telephone and FCC Notices

These notices are in effect only for 120V models sold and used in the United States.

This equipment is hearing aid and volume control compatible.

When programming emergency numbers and/or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
- Perform these activities in the off-peak hours, such as early morning or late evening.

This equipment complies with Part 68 of FCC Rules. On the rear panel of this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. You must, upon request, provide this information to your telephone company.

You may safely connect this equipment to the telephone line by means of a standard modular jack, USOC RJ11C.

An FCC compliant telephone cord with a modular plug is provided with this equipment. This equipment is designed to be connected to the telephone line or premise's wiring using a compatible modular jack that is Part 68 compliant. See the Installation section of this manual for details.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area. If your FAX 2600 or MFC 4600 damages the telephone line, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advanced notice is not practical, you will be notified as soon as possible. You will be informed of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service.

If you experience trouble with your FAX/MFC, please contact a Brother Authorized Service Center for information on obtaining service or repair. The telephone company may ask that you disconnect this equipment from the line until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

If you are not able to solve a problem with your FAX/MFC, contact Brother Customer Service. (See *Brother Numbers*, page i.)

⚠ WARNING

For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

This equipment may not be used on coin service lines provided by the telephone company or connected to party lines.

Brother cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

Laser Safety (For 110–120V Models Only)

This equipment is certified as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the equipment does not produce hazardous laser radiation.

Since radiation emitted inside the equipment is completely confined within protective housings and external covers, the laser beam cannot escape from the fax machine during any phase of user operation.

FDA Regulations

U.S. Food and Drug Administration (FDA) has implemented regulations for laser products manufactured on and after August 2, 1976. Compliance is mandatory for products marketed in the United States. One of the following labels on the back of the machine indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

Manufactured :

KYOWA PLASTICS IND. (SHENZHEN) CO.,LTD.

Fada Road, Wuhe Street Bantian Industry Zone, Buji Shenzhen, P.R.China

This product complies with FDA radiation performance standards, 21 CFR Subchapter J.

WARNING

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous invisible radiation exposure.

Caution

Changes or modifications not expressly approved by Brother Industries, Ltd. may void the user's authority to operate the equipment.

Federal Communications Commission (FCC) Declaration of Conformity (For USA Only)

Responsible Party: Brother International Corporation
100 Somerset Corporate Boulevard
Bridgewater, NJ 08807-0911 USA
TEL: (908) 704-1700

declares, that the products

Product Name: MFC 4600

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Industry Canada Compliance Statement (For Canada Only)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Important—About the Interface Cable (For MFC 4600 Only)

A shielded interface cable should be used in order to ensure compliance with the limits for a Class B digital device.

Changes or modifications not expressly approved by Brother Industries, Ltd. could void the user's authority to operate the equipment.

Warranty

You must use the IEEE-1284 shielded parallel cable provided by Brother Industries, Ltd. (See *Ordering Accessories and Supplies*, page ii)—**OR**—Attach a free filter core to your standard shielded printer cable. (To receive a free filter core with instructions, call 1-888-879-3232 (**USA**) or 1-800-668-2768 (**from within Canada**) and order item number FCYL2.)

Important Safety Instructions

1. Read all of these instructions.
2. Save them for later reference.
3. Follow all warnings and instructions marked on the product.
4. Unplug this product from the wall outlet before cleaning. Do not use liquid or aerosol cleaners. Use a damp cloth for cleaning.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless proper ventilation is provided.
7. This product should be operated from the type of power source indicated on the label. If you are not sure of the type of power available, consult your dealer or local power company.
8. This product is equipped with a 3-wire grounding type plug, a plug having a third (grounding) pin. This plug will fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. Do not defeat the purpose of the grounding-type plug by using an adapter.
9. Do not allow anything to rest on the power cord. Do not place this product where people can walk on the cord.
10. If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord do not exceed the extension cord ampere rating. Also, make sure that the total of all products plugged into the wall outlet does not exceed 15 amperes (USA only).
11. Never push objects of any kind into this product through cabinet slots, because they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.
12. This product has no ON/OFF switch. In case the main power to the machine must be disconnected quickly, it is very important that you have easy access to the main plug and the main socket where the plug is connected.
13. Unplug this product from the wall outlet and refer servicing to a Brother Authorized Service Center under the following conditions:
    - A **When the power cord is damaged or frayed.**
    - B If liquid has been spilled into the product.
    - C If the product has been exposed to rain or water.

D If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

E If the product has been dropped or the cabinet has been damaged.

F If the product exhibits a distinct change in performance, indicating a need for service.

14 Do not attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Refer all servicing to a Brother Authorized Service Center. A list of Brother Authorized Service Centers has been included for your convenience, or you may contact Brother Customer Service for your nearest Brother Authorized Service Center. (See *Brother Numbers*, page i.)

15 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

16 When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water (for example, near a bathtub, sink, swimming pool or in a wet basement).
- Do not use the machine's telephone during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak in the vicinity of the leak.
- Use only the power cord indicated in this manual.

Energy Star® Compliance Statement

As an ENERGY STAR® Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Trademarks

Brother is a registered trademark of Brother Industries, Ltd.

The Brother logo is a registered trademark of Brother Industries, Ltd.

Multi-Function Link is a registered trademark of Brother Industries, Ltd.

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Epson is a registered trademark and FX-80 and FX-850 are trademarks of Seiko Epson Corporation.

Hewlett Packard is a registered trademark and HP LaserJet II, IIP, and IID are trademarks of Hewlett-Packard Company.

IBM, IBM PC, and Proprinter are registered trademarks of International Business Machines Corporation.

Hammermill copyplus white is a registered trademark of International Paper.

All other terms and brand and product names mentioned in this manual are registered trademarks of their respective companies.

S Specifications

Fax

Compatibility	ITU-T Group 3		
Coding System	MH/MR/MMR		
Modem Speed	14400 – 2400 bps		
Document Input Width	5.8 inches to 8.5 inches (148 mm to 216 mm)		
Document Input Length	3.9 inches to 14.1 inches (100 mm to 360 mm)		
Scanning/Printing Width	8.2 inches (208 mm)		
Paper Size	Letter/Legal/A4		
Multi-purpose Sheet Feeder	200 sheets (20 lbs)		
Printer Type	Laser Printer		
Gray Scale	64 levels		
Polling Types	Standard or Sequential		
Contrast Control	Automatic/Super Light/Super Dark (manual setting)		
Resolution	• Horizontal	Standard, Fine, Superfine	203 dot/inch
	• Vertical	Standard	98 dot/inch
		Fine, Photo	196 dot/inch
		Superfine	391 dot/inch
One Touch dial	16 stations (FAX 2600) 8 stations (MFC 4600)		
Speed Dial	30 stations		
Automatic Redial	3 times at 5 minute intervals		
Speaker Type	Monitor		
Auto Answer	0, 1, 2, 3 or 4 rings		
Communication Source	Public switched telephone network		
Print Method	Electrophotography by semiconductor laser beam scanning		
Print Quality	Normal printing mode Economy printing mode (saves up to 50% of the normal toner usage)		
Consumable Items	Toner cartridge: Life Expectancy: Up to 2,200 pages/new toner cartridges Up to 1,000 pages/starter toner cartridge (USA, Canada and some other areas only) (when printing letter size or A4 paper at 5% print coverage)		

Toner life expectancy will vary depending on the type of average print job.

Drum Unit:
Life Expectancy: Up to 20,000 pages at 20 pages per job
Up to 8,000 pages at 1 page per job

There are many factors that determine the actual drum life, such as a temperature, humidity, type of paper and toner that you use, the number of pages per print job, etc.

Printer (For MFC 4600 Only)

Printer Driver	Windows® 3.1x, Windows® 95, 98, 2000 professional and Windows NT® Workstation Version 4.0 drivers supporting Brother Native Compression mode and bi-directional capability
Memory Capacity	1 MB
Resolution	600 dots/inch
Print Speed	6 pages/minute (when loading letter size or A4 paper from the multi-purpose sheet feeder)

Electrical and Environment

Temperature	(Allowable) 50 - 90.5° F (10 - 32.5° C) (Storage)38 - 104° F (3.3 - 40° C)
Warm-Up	Max. 1 minute at 73.4° F (23° C)
First Print	20 seconds (when loading Letter size paper for the multi-purpose sheet feeder)
Power Source	120V AC 50/60Hz (Canadian Version Only)
Power Consumption	Operating (Copying); 160 W or less (25° C) Sleep Mode:8 W or less Stand by:30 W or less (25° C)
Noise	Operating:50 dB A or less Stand by:39 dB A or less
Humidity	Operating:35 to 80% (without condensation) Storage:20 to 80% (without condensation)
Dimensions	18.0 x 13.2 x 9.9 inches (456 x 334 x 250 mm)
Weight	18.7 lbs (8.5 kg)

Glossary

Activity Report Lists information about the last 50 incoming and outgoing faxes. TX means Transmit. RX means Receive.

ADF (Automatic Document Feeder) Refers to the number of pages that can be placed in the document feeder and fed one at a time automatically.

Auto Dial List A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Automatic E-Mail Printing (For MFC 4600 Only) Software application that automatically prints incoming E-Mail messages. (Included with the optional Multi-Function Link Pro software.)

automatic fax transmission Sending a fax without picking up the handset or pressing **Hook**.

Automatic Redial A feature that enables your FAX/MFC to redial the last fax number if the original fax did not go through because the line was busy or there was no answer.

Backup Print Sets your FAX/MFC to print a copy of faxes that are received and stored in memory.

beeper The sound the keys make when they are pressed, an error occurs, or a document has been received or transmitted.

beeper volume Volume setting for the beep when you press a key or make an error.

Broadcasting The ability to send the same fax message to more than one location.

Call Back Message Allows you to send a fax and then leave a message for the other party to call you back.

Call Reservation Allows you to send a fax and then at the end of transmission, you can talk with the other party.

Caller ID A service purchased from the Telephone Company that lets you see the number (or name) of the party calling you.

Call Waiting Caller ID If you subscribe to this service from the Telephone Company, your fax machine will show the Caller ID of a second call while you are on the telephone. You can switch back and forth between two calls.

Cancel Job Cancels a programmed job, like Delayed Fax or Polling.

CNG tones The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that they are a from fax machine.

communication error (or Comm. Error) An error during fax sending or receiving, usually caused by line noise or static.

Coding Method Method of coding the information contained in a document. All fax machines must use a minimum standard of Modified Huffman (MH). Your fax machine is capable of greater compression methods, Modified Read (MR) and Modified Modified Read (MMR), if the receiving machine has the same capability.

Compatibility Group The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast Setting to compensate for dark or light documents, by lightening dark documents or darkening light documents.

Cover Page Prints a page at the other party's machine that contains the sender and recipient's name and fax number, number of pages and comment. You can generate an electronic cover page at the other end with pre-programmed information from memory or you can print a sample cover page to fax with your document.

Cover Page Message The comment that is on the Cover Page. This is a programmable feature.

Delayed Fax Sends your fax at a later time that day.

Delayed Timer You can program a certain time each day that all delayed faxes will be sent on a first come first served basis.

Distinctive Ring A service purchased from the Telephone Company that provides another phone number on an existing phone line. The Brother fax machine uses the new number to simulate a dedicated fax line.

drum unit A printing device for your fax machine .

Dual Access Your FAX/MFC can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.

Easy Receive Enables your FAX/MFC to respond to CNG tones if you interrupt a fax call by answering.

ECM (Error Correction Mode) Detects errors during fax transmission and resends the page(s) of the document that had an error.

Electronic Cover Page A preprogrammed cover page that is transmitted from the fax machine's memory, eliminating the need for making up cover pages manually.

Extension Phone A telephone on the fax number that is plugged into a separate wall jack.

External Phone A TAD (telephone answering device) or telephone that is plugged into the EXT jack of your fax machine.

F/T Ring Time The length of time the fax machine rings (when the answer mode setting is FAX/TEL) to notify you to pick up a voice call that it answered.

Fax Forwarding Sends a fax received into memory to another preprogrammed fax number.

Fax Storage Your FAX/MFC can store faxes in memory for remote retrieval.

FAX/TEL You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

fax tones The signals sent by sending and receiving fax machines while communicating information.

Fine Mode Resolution is 196 x 203 dpi. It is used for small print and graphs.

Function Mode The programming mode for changing the settings of your FAX/MFC.

gray scale The shades of gray available for copying and faxing photographs.

group number A combination of One Touch and/or Speed Dial numbers that are stored on a One Touch key for Broadcasting.

Interrupt Temporarily puts a waiting job on hold while you perform another operation.

interval The preprogrammed time period between automatically printed Activity Reports. You can print Activity Reports on demand without interrupting this cycle.

LCD (liquid crystal display) The display screen on the fax machine that shows interactive messages during On-Screen Programming and defaults to the date and time when the machine is idle.

manual fax When you press **Hook**—**OR**—lift the handset so you can hear the receiving fax machine answer before you press Start to begin transmission.

Memory Status Report Shows how much memory is being used, how much is left, and the type of messages in memory.

memory usage Instructs the FAX/MFC how to allocate the memory.

Multi-Function Link Pro (For MFC 4600 Only) Turns your MFC into a printer and scanner and enables PC faxing using the MFC.

One Touch Keys on the FAX/MFC control panel where you can store numbers for easy dialing. You must use a separate key for each number.

Out of Paper Reception Receives faxes into the FAX/MFC's memory when the machine is out of paper.

Overseas Mode Makes temporary changes to the fax tones to accommodate noise and static on overseas phone lines.

Paging This feature enables your fax unit to call your pager when a fax message is received into its memory.

Pause Allows you to place a 3.5 second delay in the dialing sequence stored on One Touch and Speed Dial numbers.

Photo mode A resolution setting that uses varying shades of gray for the best representation of photographs.

polling The process of a fax machine calling another fax machine to retrieve waiting fax messages.

printer alarm Audible alarm when the printer is not able to print.

print reduction Reduces the size of incoming faxes.

Pulse A form of dialing on a telephone line.

Remaining Jobs You can check which jobs are waiting in memory and cancel jobs individually.

remote access The ability to access your FAX/MFC remotely from a touch tone phone.

remote activation allows you to transfer a fax call, answered at an extension phone, to the FAX/MFC.

remote access code The four-digit code that allows you to call and access your FAX/MFC from a remote location.

resolution The number of vertical and horizontal lines per inch. See: Standard, Super Fine, Fine and Photo.

Ring Delay The number of rings before your FAX/MFC answers an incoming call.

Ring Volume Volume setting for the FAX/MFC's ring.

Rotary A form of dialing on a telephone line.

scanning (For MFC 4600 Only) The process of sending an electronic image of an original paper document into your computer. (Available with software option)

Search An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Speaker Volume You can set the volume when your FAX/MFC is on **Hook**.

Speed Dial A preprogrammed number for easy dialing. You must press the Speed dial button and then two digit code to start the dialing process.

Standard resolution 98 x 203 dpi. It is used for regular size text and quickest transmission.

Station ID The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

Super fine resolution 392 x 203 dpi. Best for very small print and line art.

Temporary Setting You can select certain options for each fax transmission without changing the default settings.

Tone A form of dialing on the telephone line used for Touch Tone telephones.

toner cartridge An accessory that holds toner for the drum unit on Brother laser models.

Toner Save A process that causes less toner to be affixed to the page to extend the life of the toner cartridge. This will make the print on received documents significantly lighter.

transmission The process of sending documents over the phone lines from your FAX/MFC to the receiving fax machine.

User Option List A printed report that shows the current settings of your FAX/MFC.

ScanSoft™ PaperPort® for Brother (For MFC 4600 Only) A document management application that enables you to view incoming faxes and scanned documents. (Included with the optional Multi-Function Link Pro software.)

Xmit Report (Transmission Report) A listing of each transmission, showing caller ID, date, time, and number of pages.

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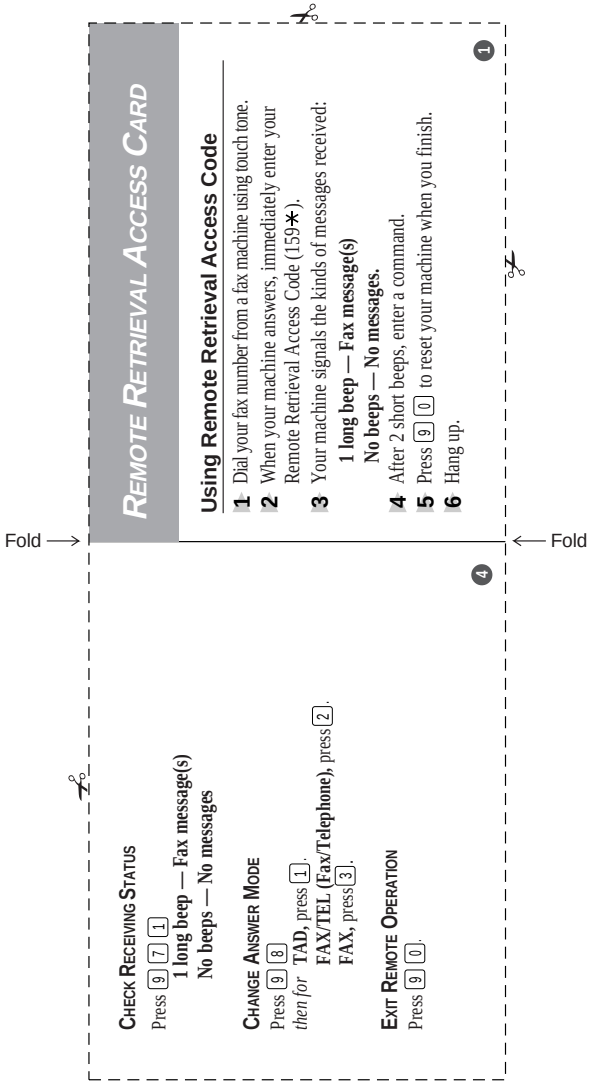
Remote Retrieval Access Card

If you plan to receive fax messages while away from your machine, carrying the Remote Retrieval Access Card printed below will serve as a convenient reminder of the retrieval procedures. Simply cut out the card and fold it to fit your wallet or organizer. Keeping it handy will help you derive the full benefit of your machine's forwarding, paging and remote retrieval features.


REMOTE RETRIEVAL ACCESS CARD
Using Remote Retrieval Access Code
1 Dial your fax number from a fax machine using touch tone.
2 When your machine answers, immediately enter your Remote Retrieval Access Code (159✱).
3 Your machine signals the kinds of messages received:
1 long beep — Fax message(s)
No beeps — No messages.
4 After 2 short beeps, enter a command.
5 Press 9 0 to reset your machine when you finish.
6 Hang up.
CHECK RECEIVING STATUS
Press 9 7 1
1 long beep — Fax message(s)
No beeps — No messages
CHANGE ANSWER MODE
Press 9 8
then for TAD, press 1.
FAX/TEL (Fax/Telephone), press 2.
FAX, press 3.
EXIT REMOTE OPERATION
Press 9 0.
Fold
Fold

Fold

Changing Remote Retrieval Access Code

1. For the FAX, press Function, 8, 3.
   For the MFC, press Function, 1, 8, 3.
2. Enter a three-digit number from 000 to 999.
   The ✳ cannot be changed.
3. Press Set.
4. Press Stop to exit.

Remote Commands

Change Paging/Fax Forwarding Setting

Press 9 5.

then to **Turn feature off**, press 1.
Select Fax Forwarding, press 2.
Select Paging, press 3.

2

Program Fax Forwarding Number press 4. Enter the new fax number where you want your fax messages forwarded, and press # #. To retrieve a Memory Status List to check the new number, after two short beeps, press 9 6 1. Enter the number of the remote fax machine, and press # #.

Turn Fax Storage on, press 6.

Turn Fax Storage off, press 7.

Retrieve a Fax

Press 9 6

then to **Print a Memory Status List**, press 1.
then enter the number of remote fax machine, and press # #. After the beep, hang up and wait.

Retrieve all faxes, press 2,
then enter the number of remote fax machine, and press # #. After the beep, hang up and wait.

Erase all fax messages, press 3.

3

Fold

EQUIPMENT ATTACHMENT LIMITATIONS
(For Canada Only)

"NOTICE : The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situation.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together.
This precaution may be particularly important in rural areas.
Caution : Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate."

"NOTICE : The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Number of all the devices does not exceed 5" REN=0.2

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Visit us on the World Wide Web
http://www.brother.com

These machines are made for use in the USA or CANADA only. We can not recommend using them overseas because it may violate the Telecommunications Regulations of that country and the power requirements of your machine may not be compatible with the power available in foreign countries. **Using USA or CANADA models overseas is at your own risk and will void your warranty**.

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